

10^d.

THE
Merchants Counting-House:

OR,

WAST-BOOK INSTANCES,

With Directions for their Stating and Entrance;

By *Charles Snell*, Accomptant.

Printed for the Use of his Scholars,

At the Free Writing-School in *Foster-Lane*, London:

Where he Teaches

WRITING,

In all the Hands used in *Great-Britain*;

ARITHMETICK,

In Whole Numbers and Fractions, Vulgar and Decimal;

MERCHANTS ACCOMPTS,

By a Complete, Practical, and Approv'd Scheme;

— AND —

FOREIGN EXCHANGES;

Who also Teaches the same in *French*:

And Boards Young Gentlemen.

LONDON:

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Decemb. 1719.

R U L E S

FOR KEEPING

MERCHANTS ACCOMPTS

IN THE

True Italian Method.

Definition.

MERCHANTS ACCOMPTS, in the true *Italian* way, is a Method of Book-keeping, which making Reason its Guide, admits of no Entrance but what is Truth, or according to Reason. From whence,
No Accompt must be Debited, or Charged with more or less, than in Truth and Reason it is chargeable with; nor Credited or Discharged, for more or less than it rationally and truly ought to be.

Division.

All Accompts in the Ledger may be brought under the following Division.

1. As they are Accompts of *Persons*, on the Debit-side of which Accompts, ought to be placed what they are in all times truly and rationally chargeable with; and on the Credit-side, such Sums for which they truly and rationally ought to have discharge.
2. As they are Accompts of *Money in Specie*, on the Debit-side of which, all Monies in *Specie* receiv'd, ought to be placed; and on the Credit-side ought to be placed all Monies paid in *Specie*.
3. As they are Accompts of *Goods*, or Merchandize, on Debit-side of which Accompts is to be placed the quantity of the Goods, or Merchandize, with their Charge, and all after-charges thereon; and on the Credit-side, is to be placed the quantity of Goods you deliver out of the said Accompt, and for what Sum you deliver them, or what they produce.
4. As they are Accompts of *Designs*, (by which I mean all Accompts that cannot be properly brought under the foregoing Heads of Division) on the Debit-side of which Accompts, is to be placed what such Designs at all times stand you in; and on the Credit-side, what they produce you.

Rule 1.

Accompt-Books are begun either with an Entrance not arising from any foregoing, or else from a Ballance of some foregoing Books.

If in the *First manner*:

Then for the ready *Money in Specie*, or Cash, which you have at such beginning, you must Debit Cash to Stock, or to the Capital Accompt.

For the *Goods* or Merchandize belonging to you in your own Possession, and under your own Direction, you must Debit each Particular, or differing kind of Merchandize (if you would know the Profit or Loss arising from each particular kind) to Stock.

For the *Goods* or Merchandize belonging to you, and which are in the Possession and under the Direction of another, as your Factor; you must Debit such Merchandize in the possession and under the direction of such Factor (as you value them or as they stand you in) to Stock.

For what any particular *Design* is accomptable to you, or for what is due to you, from such particular Design; you must Debit such Design (by a proper Title) to Stock.

For what is owing to you upon *Personal Accompts*, or by Persons that owe to you, if the Sum they owe you be *Sterling Money*, you must Debit them to Stock in *Sterling Money* only; but if they owe to you in *Foreign Money* (as Factors in Foreign Parts do for all those Matters they negotiate for your Accompt) you must Debit such Factors to Stock, for such Sums in *Foreign Money* in an *inner Column* of their Accompts; and in the outer Column the value of such *Foreign Money*, as near as may be, according to the Current Course of Exchange or Valuation.

For the Merchandize (and Charges thereon) which you have upon any *Voyage* on the Sea, or on any *Adventure* consign'd for your Accompt (wholly or partly) to your Factor, or Factors; you must Debit such Voyage or Adventure for the whole, or your part (expressing to what Factor or Factors consign'd) to Stock.

And for what you owe to Persons, or on *Personal Accompts*, if the Sum you owe them be in *Sterling Money*, you must Debit Stock, (or the Capital Accompt) to such Persons in *Sterling Money* only: But if what you owe them be in *Foreign Money* (as you do to Factors in Foreign Parts for all such Matters they Negotiate for your Accompt) you must Debit Stock to such Factor in *Foreign Money* in an *inner Column* of their Accompts, and in the outer Column, for the value of such *Foreign Money* as near as may be, according to the current Course of Exchange or Valuation.

For

Wast-Book Instances, with Rules for their Stating and Entrance.

For an Instance you may suppose as follows.

That you have in ready *Money in Specie*, or Cash

In *Goods* or Merchandize in your own possession, and under your own direction, viz.

Colchester Hundreds, or *Bocking-Bays*, 3 Pieces, Contents following,

N ^o 11. containing Ells	63 0	weighing	47 $\frac{1}{2}$ l.
12.	63 3		48
13.	65 1		49 $\frac{1}{2}$

Ells 192 0 at 23 d. per Ell, amounting to

Coxal Bays, 10 Pieces, Contents; viz.

1 Piece containing	75	Yards 0
1 ditto	75	1
1 ditto	72	1
1 ditto	69	1
1 ditto	72	2
1 ditto	68	3
1 ditto	75	1
1 ditto	68	3
1 ditto	70	1
1 ditto	69	1

10 Pieces 716 2 at 21 d. $\frac{3}{4}$ per Yard, amounting to

In the Possession, and under the Direction of *Thomas Kendall* Factor in *Lisbon*, 40 hogheads *Allum*, laden formerly aboard the *John* of *London*, *Thomas Flutt* Master, markt as per Margin, amounting to (in the whole or for your part) as per Invoice of Cost and Charges

In *East-India-Stock* 5000 l. valued at 184 per Cent. amounting to

In Debts owing to you by the following Persons,

By *Henry Newcombe* upon Bond, dated 1st July 1718. at 6 per Cent. per Annum.

By *Robert Winch* upon a Note, dated June 16, 1718. payable at demand to you or your Order, for

By *Robert Turpyn* and C^o upon the foot of an Accompt

By *Edward* and *Stephen Wright* and C^o Factors at *Genoa*, for Net proceed of 4 Bales containing 103

Pieces, colour'd *Perpets*, 7946 l. 7 s. 6 d. which at 10 d; per Livre amount to

Upon a Voyage to *Rotterdam*, consign'd to Factor *Edward Kendrick*, one Case containing 15 Pieces

Lucca Taffaties; and one Piece of *Taffaty-Sarcenet*, laden on Board the *Susan* of *London*, *James*

Taylor Master, marked as in Margin, amounting as per Invoice to

And that you owe to the following Persons,

To *Thomas Rogers* upon Accompt.

To *William Westlack* upon Note, due the 2d of August next.

To Factor at *Amsterdam* *Jonas Abeels*, for a Draught on him of 894 fl. at 34. 2. ufance, payable to *Pieter Hoer*.

This Accompt, which may be call'd **AN INVENTORY**, is to be stated upon your *Journal*, if the Books begin in the first manner, (viz. from no preceding or foregoing Books) as follows.

Sundries Debtor to Stock, or the Capital Accompt, 15922 l. 4 s. 3 d. $\frac{1}{4}$. for the following Particulars, viz.

Cash for *Money in Specie* entred on Debit of your Cash-Book

Colchester Hundreds, or *Bocking Bays*, for 3 Pieces containing as per particular Accompt,

Ells 192. at 23 d. per Ell.

Coxall Bays, for 10 Pieces as per particular Accompt, amounting to

Allum, under direction of Factor in *Lisbon*, *Thomas Kendall*, for amount (of the whole or your part) per Invoice, of 40 Hogheads

East-India-Stock, for 5000 l. Stock valued at 184 per Cent.

Henry Newcombe, who owes you upon Bond dated July 1, 1718. at 6 per Cent. per Annum.

Robert Winch, who owes you upon Note dated June 16, 1718. payable to your Self, or Order, at demand.

Robert Turpyn and C^o who owe you upon the foot, or ballance of Accompt.

Factors at *Genoa*, *Edward* and *Stephen Wright* and C^o who owe for Net proceed (per Accompt) of 4 Bales, containing 103 pieces colour'd *Perpets*, *Money* of *Genoa*, 7946 l. 7 s. 6 d.

which valued at 10 d per Livre, amounts in Sterling Money to

Voyage to *Rotterdam*, consign'd to Factor *Edward Kendall* at said place, for amount (per Invoice) of 1 Case, containing 15 pieces *Lucca Taffaties*, and 1 piece of *Taffaty Sarcenet*, per

the *Susan* of *London*, Master *James Taylor*.

Ditto.

Stock, or the Capital Accompt, Debtor to Sundries 401 l 14 s 5 d. for the following Particulars, viz.

To *Thomas Rogers*, owing to him upon Accompt

Mr. *William Westlack*, owing to him upon Note, due August 2d next being for,

To Factor at *Amsterdam* *Jonas Abeels*, for a draught on him of fl 894 at 34 2 ufance, payable to *Peter Hoer*,

But

Wast-Book Instances, with Rules for their Stating and Entrance.

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Rule 2.

But if your Books begin in the second manner, viz. from a Ballance of some foregoing Books; then the said INVENTORY or Accompt, must be entred on the Journal as follows, viz.
Sundries Debtor to Entrance (or Entering Ballance) 15922 l. 04 s. 03 d. 1/4, for the following Particulars, viz.

Cash, for Money in Specie, as per Cash Book, resting thereby
Colchester Hundreds, or Bocking Bays, &c.

5140 10 06

Ditto.

Entrance (or Entering Ballance) Debtor to Sundries 15922 l. 04 s. 03 d. 1/4, for the following Particulars, viz.

To Thomas Rogers, owing to him upon former Accompt, folio 4.
To William Westlack, &c. folio 6.
To Factor at Amsterdam Jonas Abeels, &c. fl 394 at 34 2, &c.
To Stock, for the Net thereof, being

214 10 00

100 00 00

87 04 05

15520 09 10 1/4

15922 04 03 1/4

A GENERAL RULE,

Rule 3.

That Accompt into which any thing comes, or that occasions upon its Accompt any thing to go out of any other Accompt, must be Charged Debit for it; and the Accompt from whence it comes, or out of which it goes, must be Discharged or Credited for the same.

RULES to be observed concerning the Money Negotiations, which have their Entrance on the Cash Book; and first concerning RECEIPTS.

Rule 4.

When you Receive Money of any Person who already stands Debtor, for it (or for any greater Sum) upon your Ledger, that Money Received must be Entred on the Debit-side of your Cash Book; with the Date expressing when Received, in manner following, as for an Instance.

Suppose you Receive the 4th of July 1718. of Thomas Chandler in part of one Fangott of Bassan Silk, sold him the 6th of June last, the Sum of

The Entrance on the Debit-side of your Cash Book, must be, viz.

1718. July 4. To Thomas Chandler, Received of him in part of one Fangott of Bassan Silk, sold him the 6th of June last,

Rule 5.

When you Receive Money of a Person who stands not Debtor upon your Ledger, the said Money so Received, being upon Accompt or by Order of a Person who stands Debtor on your Ledger; such Receipt (as before) must be entred on Debit of your Cash Book, remembering to let the Name of the Person who stands Debtor to you, be always wrote immediately after the Word To, and the Name of the other Person of whom you Received the Money, be in the following part of the Article, as for Example.

Suppose you Receive the 10th of July 1718. of Richard Uther, for Accompt or by the Order of George Baker, in full of 12 Casks of Oyl sold the said Baker the 14th of May last,

The Entrance on Debit of your Cash Book, must be, viz.

1718. July 10. To George Baker, Received for his Accompt, or by his Order of Richard Uther, in full for 12 Casks of Oyl sold ditto Baker the 14th of May last.

Rule 6.

When you Receive Money of any Person, or by the Order from, or upon Accompt of such Person, who does not owe it you; but only Orders you to Receive it and keep it for him till his further Order, such Receipt must be Enter'd on the Debit of your Cash Book, as for Example.

Suppose you Receive the 16th of July 1718. of Anthony Fleisher per the Order and for Accompt of Roger Peele, 250 l. who does not owe you this Money, but only Orders you to keep it when received to follow his further Order; then Enter the Sum so Received on Debtor of your Cash Book, as follows, being

1718. July 16. To Cash Accompt of Roger Peele, Received by his Order and for his Accompt of Anthony Fleisher, to follow ditto Peele's further Orders, the Sum of

Rule 7.

When you Receive Money upon House Affairs, as suppose for the Board or Lodging of any Person in your House; such Receipt must be entred on Debit of your Cash Book, as for Example.

Suppose you Receive the 20th of July 1718. of Lucas Fabricius for a Quarters Diet, and Lodging in your House to Midsummer last,

The Entrance must be on Debit of your Cash Book, viz.

1718. July 20. To House Expences, Received of Lucas Fabricius for 3 Months Diet, and Lodging, to Midsummer last

Rule 8.

When you Receive any Money by Gift, such Receipt must be entred on Debit-side of your Cash Book, as for Example.

Suppose you Receive July 24th, 1718. a Legacy left you by Tristram Clarke, Esq; lately deceased, being

The Entrance on Debit-side of your Cash Book, must be, viz.

1718. July 24. To Profit and Loss, Received (suppose of Barny Morden) in full of a Legacy bequeathed me by Tristram Clarke Esq; lately deceased,

Rule 9.

When your Cash is increas'd by Sale of Dollars, Guineas, Pistols, or any other Coin Received into your Cash at one Price, and Deliver'd, Sold out, or paid away at another greater Price, whereby you have Profit, that Profit, or Increase of your Money, or Cash, must be enter'd on Debit of your Cash Book, as for Example,

Suppose you Received the 14th of August, 1718. 100 Pieces of Eight at 4 s. 5 d. 1/2, and 250 Pistols at 17 s. which were Entred in your Cash Book on Debit, in Sterling,

And that the 16th of August, 1718. you Pay away the 100 Pieces of Eight, at 4 s. 6 d. and the 250 Pistols at 17 s. 2 d. making in Sterling Money

Then 4 l. 3 s. 4 d. being the difference between the Sterling Sum you Received them in at, and that which you Paid them away for, (found out by Subtracting this Sum you Received them for, from the Sum at which you Paid them away, which appears to be your Profit and Increase of your Cash.) must be Enter'd on Debit of your Cash Book, viz.

B

1718.

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1718. August 16. To Profit and Loss, gain'd on 100 Pieces of Eight, and 250 Pistoles Receiv'd as per August 14. 1718. 4 03 04
- Rule 10. When you Receive Money upon a Wager, such Money must be Enter'd on Debit of your Cash Book, as for Example,
Suppose you Receive the 18th of August, 1718. of William de Vischere for a Wager formerly laid with him, and by which he has lost, the Sum of 10 Guineas, you Enter the 10 Guineas you so Receive, on Debit of your Cash Book, as follows.
1718. August 18. To Profit and Loss, Received of William de Vischere for a Wager made with him the 10th of June last, 10 Guineas. 10 15 00
- Rule 11. When you Receive the Interest Money of any Person, for Principal Money still to continue in his Hands (you must first Charge the said Person Debtor to Profit and Loss, if not already done, in a Journal parcel for the said Interest, and then) you must Enter the Receipt of the said Interest Money, on Debit-side of your Cash Book, as for Example.
Suppose you Receive, August 20th, 1718. of Christopher Jemmy, for three Months Interest. of 200 l. due this Date, being at 6 per Cent. per Annum
The Entrance on Debit of your Cash Book, must be, viz. 3 00 00
1718. August 20. To Christopher Jemmy, Received of him for 3 Months Interest, at 6 per Cent per Annum, of 200 l. due this Day, being 3 00 00
- Rule 12. When you Borrow and Receive Money at Interest, you must Enter the Sum so borrowed on the Debit of your Cash Book, as for Example.
Suppose you Borrow and Receive the 24th of August 1718. of Hugh Wells at 6 per Cent. per Annum, Interest for 6 Months certain, the Sum of 400 00 00
The Entrance on Debit-side of your Cash Book, must be, viz. 400 00 00
1718. August 24. To Hugh Wells, Borrowed and Received of him this Day, for 6 Months certain at 6 per Cent. per Annum, the Sum of 400 00 00
- Rule 13. When you Receive the premio for the Insurance you make to any Person, you must Enter the said Received premium, upon Debit of your Cash Book, as for Example.
Suppose that August 28th, 1718. you Receive of Robert Upton for premio of 400 l. you Insure him, at 8 per Cent.
This Money so Received, must have Entrance on Debit of your Cash Book, viz. 32 00 00
1718. August 28. To Insurance Accompt, Received of Robert Upton for 400 l. insured him, at 8 per Cent. 32 00 00
NOTE, That when you Receive ready Money, for Goods Sold to such Person who has no Accompt on your Ledger, you may Enter such Receipt on Debtor of your Cash Book, viz. To such Merchandize (whatsoever) Received for such quantity, Sold such a one, at such a Price, &c.
- Rule 14. RULES to be observed for PAYMENTS of Money, as to their Entrance on the Credit of your Cash Book.
When you Pay Money to any Person who already stands Creditor for it, or for any greater Sum on your Ledger; that Money so Paid, must be Entred on the Credit-side of your Cash Book with the Date expressing when Paid, as for Example.
Suppose you Pay the 6th of July 1718. to Giles Vandepoort of London Merchant, in full of 4 Bales of Ardass-Silk, Bought of him the 8th of June last, 584 00 00
The Entrance on the Credit-side of your Cash Book, must be, viz. 584 00 00
1718. July 6. By Giles Vandepoort of London Merchant, paid him in full for 4 Bales of Ardass-Silk, Bought of him the 8th of June last. 584 00 00
- Rule 15. When you Pay Money to a Person who stands not Creditor upon your Ledger, the said Monies so Paid, being upon Accompt, or by Order of a Person who stands Creditor on your Ledger; such Payment must be Enter'd on Credit of your Cash Book, remembering to let the Name of the Person who stands Creditor on your Ledger, be always wrote immediately after the Word By, and the Name of the Person to whom you Paid the Money, in the following part of the Article, as for Example.
Suppose you Pay the 12th of July 1718, to James Butler, for Accompt, or by the Order of John Parker, in full of 8 Packs, containing 192 Pieces Ell broad Perpets, bought of ditto Parker, the 18th of June last, 483 15 10
The Entrance on Credit of your Cash Book, must be, viz. 483 15 10
1718. July 12. By John Parker, Paid to James Butler for Accompt, or by Order of the said Parker, in full for 8 Packs containing 192 Pieces Perpets Ell Broad, Bought of him June 18th last. 483 15 10
- Rule 16. When you Pay Money to the Person, or by his Order, or upon Accompt of him whose Cash you formerly Received to follow Orders in the Payment of the same, you Enter such Payment on Credit of your Cash Book, as for Example.
Suppose, having the 10th of July 1718. Received of the Monies or Cash of Thomas Gunton, and then Enter'd it on Debit of your Cash Book, To Cash Accompt of the said Gunton, &c. and that now the 18th of July 1718, you Pay by his Order, out of the said Cash, so formerly Received to Jacob Searle, the Sum of 320 00 00
such Payment must have Entrance on Credit of your Cash Book, viz. 320 00 00
1718. July 18. By Cash Accompt of Thomas Gunton, Paid by his Order and for his Accompt to Jacob Searle the Sum of 320 00 00
- Rule 17. When you Pay Money on Household Affairs, such Payment must have an Entry on Credit of your Cash Book, as for Example.
Suppose that since the 1st of July, to this 20th of July 1718. you have at several Times, as per House Book, Paid to the House-keeping, divers Sums, amounting to 24 16 10
These Payments must be paid upon Credit of your Cash Book, viz. 24 16 10
1718. July 20. By House Expences, Paid since the 1st Instant as per House Book. 24 16 10

When

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- 4 03 04
- Rule 18. When you *Present* any Person with *Money*, or with any other thing for which you Pay *Money*, such Payment must be placed on *Credit* of your *Cash Book*, as for Example.
Suppose that the 24th, of *July* 1718. you *Present* or give unto *George Cornish*, the Sum of 4 *Guineas*, being
This *Present* of *Money* must be Enter'd on *Credit* of your *Cash Book*, viz.
1718. *July* 24. By *Profit and Loss*, Presented to *George Cornish* 4 *Guineas*, being
- 4 06 00
4 06 00
- 0 15 00
- Rule 19. When your *Cash* is decreased by Sale of *Dollars*, *Guineas*, *Pieces of Eight*, *Pistoles* or by fall of any Coins Received into your *Cash* at one Price, and Delivered, Sold out, or Paid away at another lower Price whereby you *Loſe*, that *Loſs* or Decrease of your *Money* or *Cash* must be Enter'd on *Credit* of your *Cash Book*, as for Example.
Suppose you Received the 2d of *August* 1718. 400 *Guineas* at 21 s. 8 d. and 214 *Ducatoons* at 5 s. 3 d. and 384 *Croſs Dollars* at 4 s. 3 d. making in all Sterling *Money* 571 l. 2 s. 2 d. then Enter'd so much on *Debit* of your *Cash Book*, and that *August* 6th 1718. you Pay away the 400 *Guineas* at 21 s. 6 d. and the 214 *Ducatoons* at 5 s. 2 d. and the 384 *Croſs Dollars* at 4 s. 2 d. making Sterling, and Enter'd at 565 l. 5 s. 8 d. from which first Sum they were Received in at, if you deduct this last Sum for which they were Paid out, there will remain *Loſs*,
This *Loſs* must be Enter'd on *Cash Book*, viz.
1718. *August* 6. By *Profit and Loss*, lost on 400 *Guineas*, 214 *Ducatoons*, and 384 *Croſs Dollars* Receiv'd the 2d of *August* last.
- 5 16 06
5 16 06
- 3 00 00
3 00 00
- Rule 20. When you Pay *Money* upon a *Wager* by you *Loſt*, such *Money* must be Enter'd on *Credit* of your *Cash Book*, as for Example.
Suppose you Pay the 10th of *August* 1718. to *John Rushout* for a *Wager* formerly made with him, and which you have *Loſt*, being for 2 *Guineas*.
This must be wrote on *Credit* of your *Cash Book*, viz.
1718. *August* 10. By *Profit and Loss* Paid *John Rushout* for a *Wager*, *Loſt* with him, 2 *Guineas*.
- 2 03 00
2 03 00
- 00 00 00
00 00 00
- Rule 21. When you Pay to any Person *Interest Money* for a Sum formerly Lent you, and which is still to continue at *Interest* in your Hands (you must first give the said Person, *Credit* by *Profit and Loss*, upon his *Accompt* in a *Journal Parcel*, if not already done for the said *Interest*, and then) you must Enter the Payment of the said *Interest Money*, on *Credit-side* of your *Cash Book*, as for Example.
Suppose you Pay *August* 12th 1718. to *Edward Hilder* for 4 Months *Interest* of 100 l. due to him this Day, at 6 per Cent. per Annum, being
The Entry on *Credit* of your *Cash Book* must be, viz.
1718. *August* 12. By *Edward Hilder*, Paid him for 4 Months *Interest* of 100 l. at 6 per Cent. per Annum, due this Day,
- 2 00 00
2 00 00
- 32 00 00
32 00 00
- Rule 22. When you Lend *Money* at *Interest*, or otherwise, you must write the Sum so Lent and Paid upon *Credit* of your *Cash Book*, as for Example.
Suppose that the 14th of *August*, 1718. you Lend and Pay at *Interest*, at 6 per Cent. per Annum, to *Joshua Perrier*,
The Sum so Lent and Paid, must be wrote on *Credit* of your *Cash Book*, viz.
1718. *August* 14. By *Joshua Perrier*, Lent and Paid him at *Interest*, at 6 per Cent. per Annum.
And then in a *Journal Parcel* make the Person who must be accountable for the *Interest Debitor*, to *Profit and Loss* for the *Interest*.
- 400 00 00
400 00 00
- 84 00 00
84 00 00
- Rule 23. When you Pay the *Premio* for the Insurance of any Sum, such Payment must have *Credit* on your *Cash Book*, as for Example.
Suppose *August* 18. 1718. you Pay to *Richard Frost* the *premio* of 7 per Cent. on 600 l. that he Insures you, being
This Payment must be placed *Credit* on your *Cash Book*, viz.
1718. *August* 18. By *Insurance Accompt* Paid *Richard Frost* the *premio* of 600 l. at 7 per Cent. which he Insures me, being
- 42 00 00
42 00 00
- 83 15 10
83 15 10
- Rule 24. When you Pay any Charges (as Insurance or the like) upon a Voyage in Partnership, such Payment must have Entry on *Credit* of your *Cash Book*, as for Example.
Suppose you Pay the 20th of *August* 1718. to *John Robinson*, the *premio* at 4 per Cent. on 500 l. on a Voyage to *Lisbon* and back, which Voyage is partable in $\frac{1}{2}$ with you and *John Archer*, this Payment must have Entry on *Credit* of your *Cash Book*, viz.
1718. *August* 20. By Voyage to *Lisbon*, Paid to *John Robinson* the *premio* at 4 per Cent. on 500 l. on a Voyage to *Lisbon*, and back, being
Then you must Charge your Partner on his *Accompt*, *Debtor* to the said Voyage for his $\frac{1}{2}$ part, in a *Journal Parcel* being
- 20 00 00
10 00 00
- 20 00 00
10 00 00
- Rule 25. When you Pay *Money* into the Hands of your *Goldsmith*, *Banker*, or into the *Bank of England* (to keep for your *Accompt*,) such Payment must have Entry on *Credit* of your *Cash Book*, viz.
1718. *August* 24. By *Sir Francis Child* (supposing him to be your *Banker*) or by the *Bank of England* (supposing you Pay it therein) Paid, &c. for your *Accompt*, and to follow your Order,
- 1000 00 00
- 10 00 00
- Rule 26. When you Pay *Money* to any Person to whom you have not given an *Accompt* on your *Ledger*, and with whom you think it not worth while to open *Accompt*, as to *Brokers*, *Servants*, *Workmen*, and other Persons to whom often times small Sums may be due, such Payments have their Entrance in the *Book of Charges* of Merchandise, in a plain Style, as follows,
1718. *August* 26. Paid my *Servant Maid* her *Wages* to *Midsummer* last
Ditto. Paid the *Smith* as per his *Bill*, for several things
Ditto. Paid *Peter Mee Broker*, for his *Bill* of *Brokerage*
- 1 10 00
3 12 04
4 18 00
- 24 16 10
24 16 10

And

Wast-Book Instances, with Rules for their Stating and Entrance.

And the same Rule is to be observ'd for Payments of Postage of Letters, Charges on Goods at Custom House and elsewhere, and for Matters and Affairs not pass'd nor design'd for any other Title than that of Charges, as for Example.

1718. August 28. Paid Postage of Sundry Letters from Livorno, Smirna, Genoua, Lisbon, Amsterdam, &c. Ditto. Paid Custom, and other Charges, &c. on 147 pieces of Perpets Ship'd for Lisbon, &c.

2 10 08
41 18 10

Rule 27.

When you Pay Money for Apparel, Pocket Expences, or such like Accompts from whence you expect no return, such Money so Paid, must have Entry on Credit of your Cash Book, as for Example.

Suppose upon August the 30th, 1718. you Sum up your Accompt of Expences upon the before-mentioned Accompts, and find them since July 1st, to amount to

The Sum of such Payments must be pass'd to Credit of your Cash Book, viz.

1718. August 30. By Profit and Loss (or by Expences and Charges some have it) Paid for Sundry particular Expences, from July 1st. last past, to this Day as per Accompt.

NOTE, That when you Pay Money for Goods just Bought of some Person who has no Accompt on your Ledger, that Payment may be Entered on Credit of your Cash-Book. By such Merchandise (whatsoever) Paid such a one, for such a quantity, at such a Price, &c.

18 10 00

18 10 00

Rule 28.

When you are desirous, or find it necessary to carry your Charge of Merchandise, upon your Cash-Book, you must add them into one Total, and carry that Total upon Credit of your Cash-Book, as for Example.

Suppose Sep. 2. 1718. you Sum up your Charges of Merchandise, and find them to amount to

The said Sum of your Charges of Merchandise, must be wrote on Credit of your Cash-Book, viz.

1718. Sept. 2. By Charges of Merchandise for Sundries, brought from that Book, folio .

Then look over those Charges, and find out those that have been Paid upon any other Accompt than your proper Accompt, and Charge them by a Journal Parcel to the Debit of the Accompts of those Persons, or to the Debit of the Goods of those Persons upon which they were Paid, by Debiting those Accompts to Charges of Merchandise.

210 16 04

210 16 04

RULES for the Entrance (upon your Journal) of RECEIPTS of BILLS upon other Persons, which such Persons accept.

Rule 29.

When you Receive a Bill upon, or Payable by any Person, and that such upon your presenting the same, accepts it, you may enter upon your Journal the said acceptance, as for Example.

Suppose that John Turner stands indebted to you upon your Ledger, in the Sum of 100 l. or more, and that he draws a Bill upon James Williamson, for one hundred Pounds, payable to your self, or Order, at seven Days sight, and that upon your presenting the said Bill to ditto Williamson, he accepts it, you Enter that acceptance, (if you find it convenient) in your Journal, as follows, viz.

1718. September 8. James Williamson Debtor to John Turner 100 l. for a Bill drawn by ditto Turner on the said Williamson, Payable to you or your Order, at seven Days sight, which being this Day presented, is accepted, and is for the Sum of

100 00 00

Thus the Form of the Bill may be.

London, September 7th. 1718.

S I R,

Pray Pay to C----- S----- or Order, at seven Days sight, the Sum of one hundred Pounds, and place it to my Accompt, who am,

S I R,

To Mr. James Williamson Merchant
in Thames-Street, London.

Your humble Servant,

John Turner.

Accepted J.W. Sept. 8. 1718.

RULES to be observ'd in the Journalising such PAYMENTS which you make to Creditors by BILLS on other Persons your Debtors.

Rule 30.

When you Pay any Person that stands Creditor upon your Ledger, by a Bill, Order, or Assignment upon another Person who stands Debtor upon your Ledger, you Journalise that Payment by Bill, Order, or Assignment, as for Example.

Suppose that Isaac Davis stands Creditor upon your Ledger for 300 l. or some greater Sum, and that September the 10th, 1718. you Pay him the said 300 l. by a Bill, Order, or Assignment upon James Man, who stands Debtor upon your Ledger for the same, or some greater Sum, you must Journalise that Payment, viz.

1718. September 10. Isaac Davis Debtor to James Man 300 l. being so much you have Paid him this Day, by your Bill, Order, or Assignment upon ditto Man, for the said Sum of

300 00 00

The Form of the Bill may be as follows, viz.

September 10th. 1718.

S I R,

Pray Pay unto Mr. Isaac Davis, or Order at demand, the Sum of three hundred Pounds, and place it to Accompt of

Sir,

To Mr. James Man, Merchant
in Tower-Street, London.

Your humble Servant,

C—S—

Rule 31.

RULES to be observed in the Journalising the GOODS THAT YOU BUY.

When you Buy Goods for your proper Accompt, such Goods Bought must have an Entrance on your Journal, as for Example.

Sup-

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Suppose, that September 12th. 1718. you Buy for your own Account of Leonard Leonards 9 Bags of Hopps weighing, viz. to Pay ready Mony.

	C.	q.	lb.
N ^o 1	2	3	05
2	2	3	02
3	2	3	03
4	2	2	14
5	2	2	18
6	2	3	14
7	3	0	00
8	2	0	11
9	2	1	24

24 0 07 at 36 s. per C. amounting to

43 06 03

This Parcel thus Bought, must be Entred on your Journal, viz.
1718. September 12. Hopps Debtor to Leonard Leonards 43 l. 6 s. 3 d. for 9 Baggs Bought of him, to Pay ready Mony, weighing 24 0 07 at 36 s. per C.

43 06 03

Rule 31. When you Buy Goods for Account of another Person, such Goods so Bought, must have a Journal Entrance, as for Example.

Suppose that September 15th, 1718. you Buy for Account of James Butler, 2 Bales of Raw Messina Silk of Thomas Chandler, and Richard Utber, qt. viz.

	C.	q.	lb.		lb.	lb.
N ^o 8 weighing	1	3	21 $\frac{1}{2}$			
9	1	3	20			
	3	3	13 $\frac{1}{2}$	is Suttle	433 $\frac{1}{2}$	Tare 4 per Bale.
				is	8	Tare

Rest Net 425 $\frac{1}{2}$ making great lb. 283 $\frac{2}{3}$ at 22 s. per lb. amounting to

312 00 08

This Parcel must have an Entrance on your Journal, viz.
1718. September 15. Messina Silk, Account of James Butler, Debtor to Thomas Chandler and Richard Utber 312 l. 0 s. 8 d. for 2 Bales Raw ditto, Bought of them, making Great lb. 283 $\frac{2}{3}$ at 22 s. per lb.

312 00 08

Rule 33. When you Buy Goods for Company Account between some other Person or Persons and your self, which Goods you are to dispose of, and to render Account to your Partner or Partners, and that you only, are ingag'd for Payment, for the same to the Person of whom you Bought them, such Goods so Bought, must have an Entrance on your Journal, as for Example.

Suppose September 16. 1718. you Buy for Account of your self $\frac{1}{3}$ and Edmund Sleigh $\frac{2}{3}$ the following Goods of Charles Blinckhorne, to whom you are ingag'd for Payment, viz.
Two Bales of Turkey Yarne.

	C.	q.	lb.		lb.	lb.	lb.
N ^o 2 weighing	3	1	00	is Suttle	364	Tare 12	Rests Net 352
25	3	2	04		396	12	384

6 3 04 760 24 736 at 6 s. 8 d. per lb. amounting to

245 06 08

One Bale of Legee Silk.

N^o 8 weighing 3 1 05 is Suttle 369 Tare 8 Rests Net 361 making Great lb. 240 $\frac{2}{3}$ at 22 s. per lb.

264 14 08

These must be pass'd on your Journal, viz.

1718. September 16. Merchandize $\frac{1}{3}$, viz. $\frac{2}{3}$ Edmund Sleigh, and $\frac{1}{3}$ your own Account, Debtor to Charles Blinckhorne 510 l. 1 s. 4 d. for the following Particulars Bought of him, viz.

2 Bales of Turkey Yarne, weighing Net 736 lb. at 6 s. 8 d. per lb.

245 06 08

1 Bale of Legee Silk, weighing Great lb. 240 $\frac{2}{3}$ at 22 s. per lb.

264 14 08

Ditto.

Edmund Sleigh, Debtor to Merchandize $\frac{2}{3}$ abovesaid 340 l. 0 s. 11 d. for his $\frac{2}{3}$ in the said Article being

510 01 04

340 00 11

Rule 34. But if you're Accountable to the said Charles Blinckhorne for your own $\frac{1}{3}$ Part only, and Edmund Sleigh Accountable to him for his $\frac{2}{3}$, you then Enter it on your Journal as follows.

1718. September 16. Merchandize $\frac{2}{3}$, viz. $\frac{2}{3}$ Edmund Sleigh, and $\frac{1}{3}$ your Account, Debtor to Charles Blinckhorne 170 l. 0 s. 5 d. for your $\frac{1}{3}$ Part of the said Goods, being

170 00 05

Rule 35. But if the said Goods so Bought in Company are to be dispos'd of by, and are under the direction of Edmund Sleigh, and he to Render Account, then Journalise your $\frac{1}{3}$, viz.

1718. September 16. Merchandize $\frac{2}{3}$, viz. $\frac{2}{3}$ Edmund Sleigh, and your self $\frac{1}{3}$, under direction of ditto Sleigh, Debtor to Charles Blinckhorne 170 l. 0 s. 5 d. if you're oblig'd to ditto Blinckhorne, (or else to Edmund Sleigh 170 l. 0 s. 5 d. if the said Sleigh is obliged to ditto Blinckhorne for the whole) for your $\frac{1}{3}$ in the said Goods,

170 00 05

RULES to be observed in the GOODS THAT YOU SELL.

Rule 36. When you Sell Goods for your proper Account, such Goods Sold, must have an Entrance on your Journal, as for Example.

Suppose that September 18th, 1718. you Sell for your own, or proper Account to Thomas Gunton, 108 Pieces of Sidbury Serges white weighing 9 or 10 lb. and containing about 24 Yards at 37 s. per Piece, amounting to

199 16 00

C

This

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This must be enter'd on your Journal, viz.

1718. September 18. Thomas Gunton Debtor to Sidbury Serges 199 l. 16 s. 0 d. for 108 Pieces White, weighing 9 or 10 lb. and containing about 24 Yards, Sold him at 37 s. per Piece,

199 16 00

Rule 37.

When you Sell Goods belonging to, or for Accompt of some other Person, in which action you are only as a Factor, such Sale must have an Entry on your Journal, as for Example.

Suppose that September 20th, 1718. you Sell unto Edmund Rojer 2 Bales of Madder, being the Goods of (or for Accompt of) Patient Mitchell, Contents, viz.

N^o 29 weighing Hollands Weight 1025 make English 10 0 16, Tare and Allowance 12 Rests
C. q. lb. lb.
Net 10 0 04.

N^o 3 weighing Hollands Weight 826 make English 10 0 18, Tare and Allowance 12 Rests
C. q. lb. lb.
Net 10 0 06, both the Bales are Net 20 0 10 at 45 s. per C. and amount to

45 04 03

This Parcel must be Journaliz'd, viz.

1718. September 20. Edmund Rojer Debtor to Madder Accompt of Patient Mitchel 45 l. 4 s. 3 d. for two Bales weighing Net 20 C. 0 q. 10 lb. Sold him at 45 s. per C. amounting to

45 04 03

Rule 38.

When you Sell Goods for Company Accompt, I mean such wherein you have a Part with some other, or others, such Sale (if you stand for the Debt, or with a reserve to write it back, if not prove good) must be Journaliz'd as for Example.

Suppose that September 22. 1718. you Sell to Edward Foster 143 lb. of Trama Silk for Company Accompt, John Bindall $\frac{2}{3}$, and you $\frac{1}{3}$, viz.

N^o 136 weighing 1 C. 1 q. 03 lb. is Suttle 143 lb. at 22 s. per lb. amounting to

157 06 00

This Sale must be Journaliz'd, viz.

1718. September 22. Edward Foster (with Proviso to write it back, if the Debtor prove not good) Debtor to Trama Silk in Company $\frac{2}{3}$, viz. $\frac{2}{3}$ John Bindall, and $\frac{1}{3}$ me, viz.

N^o 136 weighing 1 C. 1 q. 03 lb. is Suttle lb. 143 at 22 s. per lb. amounting to

157 06 00

Rule 39.

RULES to be observed for the Entrance of the GOODS YOU EXPORT.

When you Ship off, Export, or send abroad consign'd to your Factor, or Factors. Goods for your own proper Accompt and risque, you Enter the Charges you Pay thereon, in your Book of Charges of Merchandize if not already Enter'd, and when you have made an Invoice (or Accompt) of said Goods containing their Cost and Charges, and Enter'd a Copy of said Invoice in your Invoice Book, or Copy Book of Accompts you must make a Journal Parcel, as for Example.

Suppose that September the 23th. 1718. you Export for Lisbon, consign'd to your Factor Thomas Amy at said Place, for your proper Accompt and Risque, 20 Pieces of Colchester Bays, laden aboard the Tallent of London, Thomas Peach Master, valu'd at

103 18 06

And that the Charges you Pay thereon, amount to

40 04 02

These Charges must be Enter'd particularly on your Book of Charges of Merchandize, viz.

1718. September 23d. Paid Dying 20 Pieces of Colchester Bays black, at 30 s. per Piece,

30 00 00

Ditto. Paid Custom of 18 Peices, at 7 s. 8 d. per Piece,

6 18 00

Ditto. Paid Drying, Folding, Drawing Canvas, Cords, and Packing 2 s. 6 d. per Piece.

2 10 00

Ditto. Paid Certificate and Cocket,

0 09 02

Ditto. Paid Cartage, Porters, Wharfage, Boat-hire, and Searchers Fees, 3 s. 6 d. per Truffs,

0 07 00

And then an Invoice (or Accompt) must be made of the Cost and Charges of said Goods, a Specimen of which, suppose as follows.

London, September 23. 1718.

INVOICE of two Truffles, containing 20 Pieces good black Colchester Bays, laden on Board the Tallent of London, Thomas Peach Master, bound for Lisbon, and the said Goods consigned unto Thomas Amy Factor at said Place, for my proper Accompt and Risque, marked as in Margin, and Numbred with Contents, as follows, viz.

N^o A. 10 Pieces good Colchester Bays, containing Ells 519 $\frac{1}{4}$ coft at Colchester, and bringing up 24 d. per Ell, and is

51 19 06

B. 10 Pieces good Colchester Bays, containing Ells 519 $\frac{1}{2}$ coft at Colchester and bringing up 24 d. per Ell, and is

51 19 00

103 18 06

CHARGES on said Bayes.

For Dying 20 Pieces blacks at 30 s. per Piece, is

30 00 00

For Custom of 18 Pieces at 7 s. 8 d. per Piece, is

6 18 00

For Drying, Folding, Drawing, Canvas, Cords and Packing 2 s. 6 d. per Piece,

2 10 00

For Certificate and Cocket, is

0 09 02

For Cartage, Porters, Wharfage, Boat-hire, and Searchers Fees, 3 s. 6 d. per Truffs, is

0 07 00

40 04 02

Errors excepted C----- S-----

144 02 08

This Invoice must be sent your Factor Thomas Amy at Lisbon, and Copy thereof must be Enter'd in your Invoice Book.

And must be Journaliz'd, viz.

1718. September 23d. Voyage to Lisbon consign'd to Thomas Amy Factor at said Place, Debtor to Sundries 144 l. 02 s. 08 d. for the following Particulars, viz.

To Colchester Bays for 2 Truffles qt. 20 Pieces black ditto

103 18 06

To Charges of Merchandize for Charges thereon, as per Invoice, folio

40 04 02

144 02 08

When

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Rule 40.

When you Export Goods for *Accompt* of some other Person, the Goods being your own till such Export, you must Enter the Charges you Pay thereon, in your Book of *Charges of Merchandise*, as for Example.
Suppose that September 28th. 1718. you Ship, or Export for Lisbon, for *Accompt* of Thomas Amy at said Place, consign'd to himself 2 Bales qt. 42 Pieces of good coloured *Kersies* laden Aboard the *Tallent* of London, Thomas Peach Master, the said Goods being till now your own, and which you value in *Invoice*, at
And that the Charges thereon amount to
And your Commission at 2 per Cent. on 146 l. 2 s. 6 d be
The Particulars of these Charges must be Enter'd in your Book of *Charges of Merchandise*, viz.
1718. September 28. Paid Setting and Plaining 42 Pieces *Kersies* at 1 s. per Piece is
Ditto. Paid Dying, 6 s. per Piece,
Ditto. Paid Custom, and pretermitted Custom of 38 Pieces Net,
Ditto. Paid Pressing of 42 Pieces at 12 d. per Piece, is
Ditto. Paid for Canvas, Cords, Boards, Carpets, Packing, Twine, is
Ditto. Paid Cartage, Porters, Wharfage, Lyterage, Searchers Fees and Cocket,
And then an *Invoice* (or *Accompt* of Cost and Charges) of said Goods must be drawn out, for an Example, suppose as follows.

122 10 00
23 12 06
2 18 06
2 02 00
12 12 00
5 10 06
2 02 00
0 19 00
0 07 00

London September 28th, 1718.

INVOICE of two Bales containing 42 Pieces of good colour'd *Kersies*, laden Aboard the *Tallent* of London, Master Thomas Peach bound for Lisbon, and the said Goods consign'd to Mr. Thomas Amy of said Place for his proper *Accompt*, marked as in Margin and Number'd, with Contents as follows, viz.
N^o 64. 20 Pieces good *Kersies*, Colours, viz. 3 Grails, Greens, 3 Crimsons, 2 Liver Colour, 4 Blews, 3 Tawnies, 2 Russets, 2 French Greens, 1 Black, cost Raw, with dressing and bringing up, 58 s. 4 d. per Piece.
N^o 65. 22 Pieces good *Kersies*, Colours, viz. 3 Grails, Greens, 3 Crimsons, 3 Liver Colours, 3 Blews, 3 Tawnies, 3 Russets, 3 French Greens, 1 Black, cost Raw, with dressing and bringing up 58 s. 4 d. per Piece

58 06 09
64 03 04

42 Pieces.

122 10 00

CHARGES thereon, viz.

For Setting and Plaining 42 Pieces at 1 s. per Piece, is
For Dying 6 s. per Piece,
For Custom, and pretermitted Custom, on 38 Pieces Net, is
For Pressing 42 Pieces, at 12 d. per Piece,
For Canvas, Cords, Boards, Carpets, Packing, Twine, is
For Cartage, Porters, Wharfage, Lyterage, Searchers Fees and Cocket, is

2 02 06
12 12 00
5 10 06
2 02 00
0 19 00
0 07 00

For my Commission at 2 per cent. on 146 l. 02 s. 06 d.

23 12 06
2 18 06

26 11 00

Errors excepted, per C----- S-----

This *Invoice* or *Accompt* must be sent to Thomas Amy at Lisbon, Merchant and Copy thereof, must be Enter'd in your *Invoice* Book, and a *Journal* Entry made as follows, viz.

149 01 00

1718. September 28. Thomas Amy Merchant at Lisbon, Debtor to Sundries 149 l. 1 s. 0 d. for the following viz.
To *Kersies* for 2 Bales containing 42 Pieces, Colours, amounting to
To Charges of Merchandise for Charges and Commission per *Invoice*, folio

122 10 00
26 11 00

149 01 00

NOTE, If the Goods were formerly bought for *accompt* of himself, and Entred under a Title of such Goods *Accompt* of himself, Then the Person Debtor to such Goods, *Accompt* of himself, &c.

Rule 41.

When you Export or Ship off Goods (till now your own) for Company *Accompt* between you and Partner, or Partners, you must Enter the Charges you pay thereon, in your Book of *Charges of Merchandise*: As for Example.

Suppose that September 30th. 1718. you Export for Oporto Consign'd to Factor John Manning at said Place, for *Accompt* 1/2 with Daniel Mercier, and 1/2 your self, (the Goods being till now your own) one Bale, containing 40 Pieces of Million *Fustians*, Laden Aboard the *Peter* and *Mary* of London, John Scotson Master, valued at

60 08 00

And that the Charges you pay thereon, amount to

17 11 09

These Charges must be Enter'd in their Particulars in your Book of *Charges of Merchandise*, viz.

1718. Sep. 30. Paid Sheering, Whiting, Dying, Beaverer and Calendring, 40 Pieces *Fustians*, at 6 s. 8 d. per Piece
Ditto. Paid for Canvas, Cords, Boards, Carpets, Twine, and Packing, is
Ditto. Paid for Custom, 18 d. per Piece, is
Ditto. Paid Cartage, Porters, Wharfage, Boat-hire and Searchers Fees, is

13 06 08
00 11 03
03 00 00
00 03 10

And then an *Invoice* (or *Accompt* of Cost and Charges) of said Goods, must be form'd: As for Example, suppose as follows.

London, Sept. 30th. 1718.

INVOICE of one Bale qt. 40 Pieces Million *Fustians* Laden Aboard the *Peter* and *Mary* of London, John Scotson, Master, Bound for Oporto, and the said Goods Consign'd to John Manning Factor, at said Place for *Accompt* partable, as hereunder, marked as in Margin, and Numbred with Contents as follow, viz.
N^o 75. Containing 40 Pieces of very fine Million *Fustians*, each Piece being 2 Ends of 17 Yards to an End, assorted with Colours as follows, viz.

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11 sad French Greens; 11 sad Tawnies; 3 sad Musk-colours; 4 sad Hair-colours; 4 Ruffets; 5 Violets; 2 Buff-colours, marked upon the Seals with Letters D and W. viz.
21 Pieces very fine, mark'd Letter D. cost first Penny ready Mony Raw, 34 s. per Piece, is
19 Pieces very fine, mark'd Letter W. cost first Penny ready Mony Raw, 36 s. per Piece, is

40 Pieces

35 14

24 14

60 08

CHARGES thereon. Viz.

For Sheering, Whiting, Dying, Beaverling, and Calendring of said 40 pieces
Fustians at 6s. 8d. per Piece, is
For Canvas, Cords, Boards, Carpets, Twine and Packing, is
For Custom, 1s. 6d. per Piece, is
For Cartage, Porters, Wharfage, Boat-hire and Searchers Fees,

13 06 08

00 11 03

03 00 00

00 03 10

For Commission on 77 l. 19 s. 09 d. at 2 per Cent.

17 01 09

01 11 02

18 12

 $\frac{1}{2}$ For Accompt of Daniel Mercier, is 39 10 05 $\frac{1}{2}$ $\frac{1}{2}$ For Accompt of C---- S----, 39 10 05 $\frac{1}{2}$

79 00

79 00 11

Errors Excepted per C---- S----.

This Invoice, or Accompt (after Copy thereof is Enter'd in your Invoice Book) must be sent to John Manning at Oporto, and a Journal Entry made thereof, viz.

1718. Sept. 30, Voyage to Oporto, consign'd to Factor. John Manning, at said Place Debtor to fundries 79 l. 00 s. 11 d. viz.

To Million Fustians, for one Bale containing 40 Pieces, cost

60 08 00

To Charges of Merchandise thereon as per Invoice folio

18 12 11

79 00

Ditto.

Daniel Mercier Debtor to Voyage to Oporto, &c. 39 l. 10. 05 $\frac{1}{2}$ for his $\frac{1}{2}$ in Cost and Charges of one Bale, containing 40 Pieces Million Fustians, particulars in Invoice, folio, is

39 10

RULES to be observed in the Entrance of those ACCOMPTS YOU RECEIVE concerning the Exports you made.

Rule 42.

When you Receive from your Factor (or when he Renders you) an Accompt of the Sales, Charges, and Net proceed of Goods you formerly sent him, to dispose of or sell for your proper Accompt, such Accompt of Sales, must have an Entry upon your Journal. As for Example.

Suppose that July 8th, 1718. you Receive the following Accompt of Sales, viz.

ACCOMPT OF SALES, Charges, and Net proceed of Perpets and Serges in 5 Bales, containing 75 pieces Ell broads, and 62 pieces Yard broads for Accompt of C. S. of London, consign'd us on the Dover Merchant, Robert Phillips Commander, under Mark as per Margin, viz.

1715. Nov.	27	2	By Matteo Rendii	for 2 pieces Ell-broad at 20 per Piece.	40 00
	28	15	By Lorenzo Guidici	for 15 ditto Ell-broad at 20 per Piece.	300 00
	30	1	By Cash	for 1 ditto Ell-broad at 19 per Piece.	19 00
Jan.	27	1	By ditto	for 1 ditto Ell-broad at 18 per Piece.	18 00
Febr.	23	2	By ditto	for 2 ditto Ell-broad at 18 per Piece.	36 00
1716. Mar.	28	8	By ditto	for 8 ditto Ell-broad at 17 $\frac{3}{4}$ per Piece.	139 00
Apr.	10	1	By ditto	for 1 ditto Ell-broad at 18 per Piece.	18 00
May	15	1	By ditto	for 1 ditto Ell-broad at 18 per Piece.	18 00
Nov.	21	3	By ditto	for 3 ditto Ell-broad at 17 $\frac{1}{2}$ per Piece.	52 40
Jan.	26	4	By ditto	for 4 ditto Ell-broad at 18 per Piece.	72 00
Mar.	16	1	By ditto	for 1 ditto Ell-broad at 18 per Piece.	18 00
1717. Apr.	30	6	By ditto	for 6 ditto Ell-broad at 17 $\frac{3}{4}$ & 3 at 18	107 00
Dec.	10	7	By ditto	for 7 ditto Ell-broad at 17 per Piece.	119 00
Ditto.	14	23	By Hogee Allebeg.	for 23 ditto Ell-broad at 17 per Piece, in Contra of Wormseeds at $\frac{1}{2}$ per Oke.	391 00
1718. Apr.	8	62	By ditto Allebeg.	for 62 ditto Rd. broads at 12 $\frac{1}{2}$ per Piece.	
			Contra Worm-seeds at a 50 per Oke of a 80 to the Doller to Receive the Worm-seeds without Tare, by Agreement.		775 00

137 Pieces.

2122 4

CHARGES, viz.

1715. Nov. 24. For Freight, as per Bill of Lading, and Primage
For Custom 3 per Cent, Lagio, $\frac{1}{3}$ part ditto.
For Consulage 300 per Bale, and 2 per Cent.
For Ware-house room, $\frac{1}{2}$ per Bale.
For Portage and steering in Ware-house $\frac{1}{4}$ per Bale.
For Guardians Duties, a 3 per Bale.
For Shoffrage on 956 at 4 per Mill.
For Provision and Brokage, 3 per Cent.

30 50

67 72

30 00

02 40

01 20

00 15

03 65

63 53

199 7

1922 4

The

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The Ballance of this Account being the Net proceed is carried to the Credit of your Account Current, without my prejudice, Dollars One Thousand Nine Hundred twenty two, and Aspers Forty five.

SMIRNA June 16. 1718. Pella. Barnardiston and Company, Errors excepted.

This Account must be entred on your Journal as follows, viz.

1718. July 8. Factors at Smirna Pella. Barnardiston, and Company, Debtor to Voyage to Smirna, consign'd to themselves (if such Goods stood under such Title, but if under Title of such Goods, in hands of such Factors, then to such Goods in their hands) 432 l. 11 s. 6 d. $\frac{1}{2}$ for 1922, 45 at 4 s. 6 d. being the Net proceed of Perpets and Serpes 5 Bales qt. 75 Pieces Ell-broads, and 62 Pieces Yard-broad, sent them per the Dover Merchant, being

432 11 06 $\frac{1}{2}$

Rule 43.

When you Receive from your Factor an Account of the Sale, Charges and Net proceed of Goods sent him to Sell for Company Account between you, and Partners, such Account must (for the whole if you can Account for it, if not) for your Part of Net proceed have an Entry on your Journal, as for Example Suppose An Account of Sales Receiv'd from Genoua, as follows, viz.

ACCOUNT OF SALES and Net proceed of 3 Bales, containing 60 pieces Perpets Received by the Ship Bendish, Captain Alexander Browne, for Account partable, as hereunder, being marked and number'd as in Margin, viz.

N^o. 92 One Bale 20 Pieces Sold Cesare Carriolo, at 100 l. per Piece.

2000 00 00

94. Two Bale 39 Pieces Sold Mattea Carminati, at 98 l. per Piece.

3822 00 00

95. 1 Piece Sold Antonio Grandona

100 00 00

3 Bales 60 Pieces.

5922 00 00

CHARGES, viz.

For 9 7 6 Freight and Primage at s 97 per is
Landing and Portage to Lazzeretto, at s 18
Portage into Parga
Parga in Laz. at s 36
Inbaling in Laz.
Portage from Laz. to Genoua
Portage from Magazine to the Dugana.
Opening them to Shew several times
Porters from the Dugana to Buyers Shops
Custom esteemed at 43 per Piece 2580, at 17 1 per 100,
439 17 09 Deduction Solita 17 01 09 Rests
422 16 00 at s 90. make 93 19 01 at 7 per
Cabella platte at 0 3 4 per Bale with Agio of Money
Sealing at s. 2 per Piece
Ostillaggio at s. 12 per Bale 1 16 Agio of Money 1
Ware-house-room
Brokerage at $\frac{1}{2}$ per cent.
Provision at 2 per 100

45 08 04

2 14 00

1 04 00

5 08 00

1 10 00

2 14 00

1 04 00

2 08 00

1 04 00

657 13 07

0 15 06

6 00 00

2 16 00

6 00 00

29 12 02

118 08 09

885 00 04

GENOUA Sept. 14. 1718. Errors Excepted, per Stephen Wright.
William Langhorne.

5036 19 08

$\frac{1}{2}$ For Account of William Sheldon

839 09 11

$\frac{1}{2}$ For Account of C----- S-----

4197 09 09

5036 19 08

This Account of Sales must have an Entry on your Journal, for your $\frac{1}{2}$, as follows.

1718. Octob. 19. Factors at Genoua, Stephen Wright and William Langhorne, Debtor to Voyage to Genoua, 188 17 09 for 4197 09 09 at 54 being for your $\frac{1}{2}$ (if you can Account for no more, otherwise for the whole) of Net proceed of 3 Bales, containing 60 pieces of Perpets, as per Account of Sales; making in Sterling

188 17 09

RULES for your Entry of GOODS IMPORTED.

Rule 44.

When you Receive Goods from your Factor for your Account, you Enter the Charges you pay on them, in your Book of Charges of Merchandise, and make a Journal Entry for the Goods and Charges: As for Example. Suppose the following Invoice of Goods received from your Factor for your Account, viz.

ACCOUNT of the Cost and Charges (or INVOICE) of 2 Bales Messina Orsoy, bought for Account of C----- S----- of London, and lie Ready to be sent him by first good English Ship or Ships, under Mark and Number, as per Margin, the Contents as follow.

Bought of Sfig. Pagniny and Balbani, One Bale Messina Orsoy at Julios 28 $\frac{1}{4}$ per lb. in Barter of 2 Bales Ell-broads, at 16 per Piece.

N^o. 4. lb. 278 Gross

lb. 6 Tare of Surplis

lb. 272 Net at Julios 28 $\frac{1}{4}$ per lb.

D

Bought

868 17 09

Wast-Book Instances, with Rules for their Stating and Entrance.

Bought of Sfigri Agostino and Paolino Santini, One Bale Messina Orsoy at Julios 28 per lb. in Barter of 2 Bales

Ell-broads, at 16 per Piece.

N^o. 5. lb. 282 Gross.

lb. 6 Tare of Canvas and Cord.

lb. 276 Net at Julios 28 per lb.

858 13 04

Rule 46.

CHARGES, viz.

For Custom on lb. 540 at 4 Craches per lb.	180 00 00
For Portage to Ware-house and Weighing	1 10 00
For Opening and Reimbaling	8 00 00
For Ware-house room and Leviation	5 06 08
For Portage out of Ware-house	1 00 00
For Boatage Aboard and Primage	3 06 08

at s 115 per 199 03 04 34 12 08
8 12 08
35 08 04

Brokage on 1727 11 01 at $\frac{1}{2}$ per $\frac{2}{3}$
Provision on 1770 16 05 at 2 per $\frac{2}{3}$

LIVORNO, August 30. 1718.

Placed to your Debt.

Henry Mellish, and Henry Browne.

1806 04 09

And suppose that the following Charges were paid on the same here, they must be Enter'd on Book of Charges, viz.

1718. Octob. 22. Paid Custom and Argier Duties on 2 Bales Messina Orsoy

36 06 02

Ditto. Paid Freight from Livorno and other petty Charges

4 02 00

And then a Journal Entry must be made, viz.

1718. Octob. 22. Messina Orsoy Debtor to Sundries 446 16 03, viz.

To Factors at Livorno, Henry Mellish and Company, for 1806 04 09 at 4. 6. for 2 Bales, amounting per Invoice. to

406 08 01
40 08 02

To Charges of Merchandise paid thereon as per Book

446 16 03

Rule 45.

When you Receive from Abroad Goods to sell for Accompt of another, you must Enter the Charges you pay thereon in your Book of Charges of Merchandise, and make a Journal Entry of them: As for Example. Suppose the Goods so Received, to be as per Invoice following, viz.

ACCOMPT of the Cost and Charges (or INVOICE) of 5 Bales Calabria Silk, Laden for my proper Accompt and Risque, Aboard the Bantam, John Fabricius Master, and consign'd to C----- S----- of London, under Mark and Number as per Margin Contents, viz.

Bought of the Sfigri. Pagnini and Balbani, 5 Bales Calabria Silk, at Julios 15 per lb. to pay in pieces of $\frac{3}{4}$ of 6 per Broker Isaac and David Vicini, viz.

N ^o .	1	lb.	524	Tare.	lb.	16
	2	lb.	577		lb.	18
	3	lb.	563		lb.	18
	4	lb.	444		lb.	16
	5	lb.	511		lb.	17

lb. 2619 lb. 83

lb. 83 Tare of Canvas, Shirt and Cord.

lb. 2536

lb. 102 Tare of 4 per Cent.

Net. lb. 2434 at Julios 15 per lb.

4056 13 04

CHARGES, viz.

For Custom on 2500 lb. at 9 per 100	225 00 00
Weighing 10 s. per Bale	2 10 00
Portage to Warehouse 1 per Bale	5 00 00
Sixty Braces of blew Linnea at 9 ^o . 1 per Brace	40 00 00
Fifty five Braces of new Canvas at 10 s. per Brace,	27 10 00
Thirty five lb. Cord at 8 s. per lb.	14 00 00
For opening, and re-imbaling Skeen per Skeen 6 per Bale,	30 00 00
For Ware-house-room 2 per Bale,	10 00 00
For Postage out of Ware-house,	5 00 00
For Boatage Aboard, and Primage,	8 06 08

at 115 s. per 367 06 08 63 17 08
20 05 08

Broakage on 4056 13 4 at $\frac{1}{2}$ per Cent.

LIVORNO September 4. 1718.

Henry Mellish.

4140 16 08

And suppose you Pay the following Charges thereon, which must be Enter'd in your Book of Charges, viz. 1718. October 24. Paid Custom and Argier Duties, on 5 Bales Calabria Silk, Accompt of Henry Mellish of Livorno.

35 04 06
10 02 10

Ditto. Paid Freight from Livorno, and other petty Charges, These Charges must have a Parcel on your Journal, viz.

1718. Octo-

Wast-Book Instances, with Rules for their Stating and Entrance.

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1718. October 24. Calabria Silk, Account of Henry Melliſh Merchant in Livorno Debtor to Charges of Merchandise 45 l. 7 s. 4 d. for ſeveral Paid on 5 Bales, Receiv'd per the Bantam, John Fabricius Maſter, as per Particulars in Charges of Merchandise Book, folio

45 07 04

Rule 46.

When you Receive Goods from Abroad for Company Account, between you and ſome other, you muſt Enter the Charges you Pay thereon in your Book of Charges of Merchandise, as for Example, Suppoſe the Invoice following to be an Account of ſuch Goods, viz.

INVOICE of 3 Bales Burma Leggee Silk for Account as hereunder, laden Aboard the Dover Merchant, Roger Philips Commander, bound for London, and conſign'd to C. S. of ditto Place, marked and number'd as in Margin, Contents, viz.

N^o 3 R^o. 62
4 R^o. 63
5 R^o. 62

R^o. 187 Tare R^o, 1. 3. deducted, Reſts Net Aleppo R^o. 185 9 make Silk R^o. of drs. 680.
R^o. 196 drs. 460, Coſt 9 $\frac{1}{2}$ per R^o, and amount to

1868 30

CHARGES, viz.

Custom of R ^o . 196 drs. 460 at 10 bro: at 3 per R ^o .	31 76
Cane Duties a 88 per R ^o . 35 binding a 3 per R ^o .	13 43
Cotton R ^o . 4 per Bale a 40 per R ^o . beating Cotton a 2 per Bale	06 09
Bottanos a 80, Cord and Pack-thread a 80, Canvas 64 a ² per Bal ^e	08 32
Imbaling a 60, beben ſteeving and druge. a 12 per Bale	02 56
Lugier 9 Seals a 16, Aga a 5 per Bale	09 31
Conſul. 11 per R ^o . 56, 2 per Cent.	36 38
Custom of Aleppo and Alex ^a . 3 $\frac{1}{2}$ weigh. a 6 per Bale	09 78
Accommodation with the Emyns Servants at a 9 per Conſ.	04 08
Marzen duties and Averide a 59 per Bale	02 17
Proviſion 2 per Cent.	37 38
	162 26

2030 56

$\frac{2}{3}$ Account of C---- S---- 812 22
 $\frac{1}{3}$ Account of Edward Bovey 1218 34

2030 56 per Edward Bovey.

ALEPPO Auguſt 12. 1718.

And ſuppoſe the Charges you Pay on ſaid Goods to be, viz.

1718. October 26. Paid Custom of 560 lb. Burma Leggee Silk $\frac{2}{3}$ as above at 6 d. per lb.

14 00 00

Ditto. Paid Freight and Primage.

6 00 00

Ditto. Paid Freight and Primage 3 d. per lb. and other petty Charges.

7 18 04

Theſe Charges muſt be Enter'd in your Book of Charges of Merchandise, and a Journal Parcel muſt be made of your $\frac{2}{3}$ in the above Invoice, and of theſe Charges, viz.

1718. October 26. Burma Leggee Silk $\frac{2}{3}$, viz. $\frac{2}{3}$ Edward Bovey and $\frac{1}{3}$ your Account, Debtor to Sundries 217 l. 9 s. for the Particulars following, viz.

To Faſtor at Aleppo Edward Bovey, for your $\frac{2}{3}$ being 812 22 at 56 making Sterling

189 10 08

To Charges of Merchandise thereon as per Book

27 18 04

217 09 00

47.

When the Goods that you formerly Received from Abroad, to Sell for Account of another, or Himſelf and Company, or by Commiſſion, are Sold, you muſt draw from your Ledger an Account of the Sales thereof, and for your After-charges, Proviſion of Sales, or Commiſſion, and Net proceed you muſt make a Journal Parcel, as for Example, Suppoſe the following Account of Sales ſo drawn out, viz.

ACCOUNT of Sales, Charges and Net proceed of one Bale of Orſoy Silk, Account of John Hill and Company, Merchants at Meſſina, Received per the Golden Fleece, John Millert Maſter, Mark'd and Number'd as per Margin, viz.

By one Bale Sold Edmund Sleigh of London, viz.

N^o 20 weighing 1 C. $\frac{3}{4}$ 05 lb. is Suttle 201 lb. Tare and Allowance 4 lb. Reſts Net 197 lb. at 29 s. per lb. is 285 13 00

CHARGES, viz.

Paid Custom on 175 lb. thrown at 20 d. with 1 per Cent.	13 00 06
Paid Freight and Primage of ſaid Bale,	1 10 06
Paid after Charges,	0 12 04

Commission on 300 l. 16 s. 4 d. at 3 per cent.

15 03 04
9 00 06

24 03 10

Net proceed carried to your Credit. C---- S---- 261 09 02

LONDON, October, 28, 1718.

The Journal Parcel for after Charges Commiſſion and Net proceed, is, viz.

1718. October 28. Orſoy Silk, Account of John Hill and Company Merchants at Meſſina, Debtor to Sundries 271 l. 2 s. viz.

To Charges of Merchandise for after-charges
and Commiſſion at 3 per Cent.

0 12 04
9 00 06

9 12 10
70

Wast-Book Instances, with Rules for their Stating and Entrance.

To John Hill and Company, Merchants at Messina their Account Current, for the Net proceed of one Bale receiv'd per Golden Fleece, as per Account of Sales,

folio 261 09 02
271 02 00

Rule 48.

When the Goods that you formerly Received from Abroad, for Account of your self and Partners are Sold, you must draw out Account of Sales thereof, from your Ledger, and for your After-charges, Provision of Sales, and Partner's share in the Net proceed, you must make a Journal Entrance, as for Example, Suppose the following to be such Account of Sales drawn, viz.

London, October 30th. 1718.

ACCOUNT of Sales, Charges and Net proceed of 2 Bales Legee Silk, Account as hereunder Received by the Ship Margaret Constance, Master John Bundock, Receiv'd from Paul Pryaulx and Company Merchants in Aleppo, Mark'd and Numbred as per Margin, Contents, viz.

N^o 3. One Bale Sold Thomas Chandler and Richard Utber, Citizens and Drapers of London, weighing 3 C. 0 q. 9 1/2 lb. is Suttle 345 lb. 1/2 Tare 9 1/2 Refts 136 lb. making Great 224 lb. at 26 s. per lb.
N^o 2. One Bale sold Ditto, weighing 2 C. 3 q. 10 lb. is Suttle lb. 318 Tare 9 lb. Refts 309 lb. making great lb. 206 at 26 s. per lb.

291 04 00

267 16 00

CHARGES, viz.

559 00 00

Paid Custom of 380 lb. at 10d. with one per Cent.

14 05 00

Paid Freight and Primage,

3 16 06

Paid the Turkey Company, Imposition on said 2 Bales, 20 s. per Bale,

2 00 00

Rebated Thomas Chandler and Company, for Tare on Bale N^o 2.

1 15 00

Paid After-charges,

0 16 04

Commission on l. 581 12 10 at 3 per Cent.

22 12 10

17 09 00

40 01 10

1/4 For Account of Paul Pryaulx and Company,
1/4 For Account of C---- S-----

l. 129 14 06 1/2
l. 389 03 07 1/2

Net proceed.

518 18 02

l. 518 18 02

Errors Excepted per C---- S-----

The Journal Parcel for After-charges, Commission, and your Partner's share in Net produce, must be as follows, viz.

1718. October 30. Legee Silk 1/2, viz. 1/4 Account of Paul Pryaulx and Company Merchants at Aleppo, and 1/4 your own Account, Received per the Margaret Constance, Debtor to Sundries 149 14 10 1/2, viz.

To Charges of Merchandize for After-charges and Rebate,
and for Commission on l. 500 at 3 per Cent

2 11 04

17 09 00

20 00 04

To Paul Pryaulx and Company Merchants at Aleppo for their 1/4 in Net proceed, carried to Credit of their Account Current as per Account of Sales.

129 14 06 1/2

149 14 10

RULES to be observed in the Entrance of ACTIVE, and PASSIVE DRAUGHTS, and REMITTANCES.

Rule 49.

When any one Remits you for your Account, the Person who is to Discharge or Pay such Remise, must be made Debtor to the Person Factor who Remits, (noting if in a Foreign Country the Foreign Coin upon the Factors Credit) as for Example.

Suppose Abraham Romswinkle at Amsterdam Remits you for your Account, a Bill of Exchange upon (or Payable by) John and Thomas Fishers for 500 l. Sterling, Exchange at 34.6. making Banco fl. 5175 and Sterling Money,

500 00

The Journal Entrance must be, viz.

1718. November 2. John and Thomas Fishers Debtor to Abraham Romswinkle Factor at Amsterdam l. 500 Sterling, for fl. 5175 Bank Money, Remitted you for your Account at 34.6. in Bill on ditto Fishers, making

500 00

NOTE, That when your Factor in one place Remits for your Account, to some other your Factor in some other place, you must make the Factor to whom Remitted, (in the Money of his Country) Debtor to the Factor from whom Remitted, and Credit this last Factor, (in the Money of his Country) for the Sum by him Remitted.

Rule 50.

When any one Remits you for his (the Remitters) Account, the Person whom the Bill is drawn upon, must in the Journal be made Debtor to the Person Merchant, who Remits; upon whose Account in Credit there is no need of Expressing the Foreign Coin, you being only accomptable to such Remitter, for the Sterling Sum you Receive by the said Remise, as for Example.

Suppose Jonas Abeels at Rotterdam, Remits you for his own Account a Bill of Exchange, upon (or Payable by) Henry Johnson for 400 l. Sterling, such Remise must be Journaliz'd, viz.

1718. November 4. Henry Johnson Debtor to Jonas Abeels at Rotterdam, Merchant 400 l. Sterling, being so much Remitted you for his Account by Bill on ditto Johnson, is

400 00

Rule 51.

When you Remit to a Person in another Country for your own Account, you must make such Person Factor (in Foreign Coin) to whom you Remit, Debtor on your Journal, to the Person that furnishes you with the Bill, as for Example.

Suppose

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Suppose you Remit for your own Accompt, 500 l. Sterling at 34. 2. to Nathaniel Remington at Hamburg^h, making Mks. 6406. 4. in Bill furnish'd by Sir Stephen Evance, you must Journalise such Remise, viz.
1718. November 6. Nathaniel Remington, Factor at Hamburg, Debtor to Sir Stephen Evance 500 l. Sterling, for Marks 6406. 4. Remitted ditto Remington for your Accompt, in Bill furnish'd you by Sir Stephen Evance upon, &c. making Sterling,

500 00 00

Rule 52. When you Remit for Accompt of another, such Person Merchant for whose Accompt you Remit, must in your Journal be made Debtor to the Person (in Sterling Money only) who furnishes you the Bill, as for Example.
Suppose you Remit to John Williams at Antwerp, for his Accompt 600 l. Sterling, in Bill furnish'd you by the Lady Floyer, such Remise must have an Entrance on your Journal, viz.
1718. November 8. John Williams Merchant at Antwerp, Debtor to the Lady Floyer 600 l. Sterling, for so much Remitted him for his own Accompt, in Bill furnish'd you by the Lady Floyer on, &c. for

600 00 00

Rule 53. When any one in another Country Draws upon you by Exchange for your own Accompt, such Person Factor must be made Debtor on your Journal, (in Foreign Coin) to the Person to whom the Bill is Payable, as for Example.
Suppose Claude Hayes at Lyons, Draws on you 4760 Crowns at 53 $\frac{1}{2}$ for your Accompt, Payable to Isaac Davis, this Draught must have Entrance on your Journal, viz.
1718. November 10. Claude Hayes Factor at Lyons, Debtor to Isaac Davis l. 1061 01 08 for 4760 Crowns at 53 $\frac{1}{2}$ making l. 14280, Drawn on you by ditto Hayes for your Accompt, Payable to ditto Davis, and is Sterling

1061 01 08

Rule 54. When any one Draws on you for his (the Drawer's) Accompt, such Person Merchant must be made Debtor on your Journal, to the Person to whom the Bill is Payable, (in Sterling Money only) since he is, for such Draught, to Accompt with you in Sterling Money only, as for Example.
Suppose John Dumaisire Merchant at Paris, Draws on you for his (Dumaisire's) own Accompt, l. 1210 Sterling, Payable to Robert Crompton, Esq; such Draught will require a Journal Entry as follows, viz.
1718. November 11. John Dumaisire Merchant at Paris, Debtor to Robert Crompton, Esq; l. 1210 Sterling, for so much Drawn on you by ditto Dumaisire for his own Accompt, Payable to ditto Crompton, Esq; being

1210 00 00

Rule 55. When you Draw by Exchange, on any Person in a Foreign Country for your Accompt, the Person to whom the Bill is Payable, must on your Journal be made Debtor to the Person Factor (who must have Credit in Foreign Coin) on whom you draw, as for Example.
Suppose you Draw for your Accompt, upon Robert Westerne and Company at Livorno, l. 600 Sterling at 54 $\frac{1}{2}$ Payable to Thomas Addis's Order, making 2642 04, such Draught must be Enter'd on your Journal, viz.
1718. November 13. Thomas Addis Debtor to Robert Westerne and Company, Factors at Livorno, l. 600 Sterling, for 2642 4 at 54 $\frac{1}{2}$ Drawn on ditto Factors for your Accompt, Payable to ditto Addis's Order, being Sterling

600 00 00

Rule 56. When you Draw upon any Person (for his, the Person's Accompt upon whom you Draw) you must make the Person to whom you furnish the Bill, Debtor to the Person Merchant upon whom you Draw in Sterling Money only, since you are accountable only in Sterling Money for such Draught: As for Example.
Suppose you Draw upon William Langhorne Merchant at Genoa, for his Accompt 200 l. Sterling, payable to Alexander Trevethan, to whom you furnish the Bill, you must Enter on Journal, viz.

1718. Nov. 16. Alexander Trevethan, Debtor to William Langhorne Merchant, at Genoa, 200 l. Sterling, for a Bill drawn on Ditto Langhorne, for his Accompt, payable to Ditto Trevethan, or Order, being for Sterling,

200 00 00

RULES to be observ'd about DISCOMPTS, ABATEMENTS, and DEDUCTIONS.

Rule 57. When you allow Abatement, Deduction, or Discompt to any Person, such must have Entry on your Journal, viz.

- If to a Debtor, on Goods sold him for your Accompt, such Goods (if not closed on your Ledger) Debtor to such Person, to whom you allow the Abatement, &c.
- If the Accompt of the Goods is closed, or the Abatement being on divers Accompts, and so troublesome to divide what part belongs to each Accompt, then Profit and Loss Debtor to such Person to whom you allow the Abatement, &c.
- If to a Debtor, on Goods sold him for Accompt of another, such Goods Accompt of their Owner, (if not already closed and with conveniency carried thither) Debtor to the Person to whom you allow the Abatement, &c.
- If the Accompt of such Goods Accompt of another, be already closed, (or that such Abatement cannot with conveniency be carried thither) then such Person Merchant Owner of such Goods, Debtor to such Person to whom you allow such Abatement, &c.
- If to a Debtor, on Company Goods sold him, such Company-Goods, (if not already closed) must be made Debtor to such Person, to whom the Abatement or Allowance is made.
- If such Company-Goods be already closed, then Sundries Debtor to the Person to whom the Abatement is allowed, viz.

Profit and Loss for your Share.
And each Partner for his Share.

l. ---
l. ---

Rule 58. When any Person allows you Abatement, Deduction, or Discompt: such must have Entrance on your Journal, viz.

- If a Creditor on Goods Bought of him for your own Accompt, allow you Abatement, such Person must be made Debtor to such Goods, if the Accompt thereof be not already closed, and that such Allowance can conveniently be carried thither.
- If the Accompt of such Goods be already closed, then such Person (who allows you Abatement) Debtor to Profit and Loss, for such Abatement allowed you.

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- c. If such Creditor allows Abatement, on Goods bought of him by you for Accompt of another, then if such Goods accompt of such other, for whose Accompt you bought them, be not closed) such Creditor must be made Debtor to those Goods Accompt of their Owner.
- d. But if such Goods Accompt of another, be already closed, then such Person or (Creditor) allowing such Abatement, Debtor to the Person Merchant, for whose Accompt such Goods were bought.
- e. If a Creditor of whom you Bought Goods in Company, between your self and Partners, allows you Abatement, such Creditor (or Person of whom you bought such Company-Goods) Debtor to such Goods in Company if not already closed.
- f. But if such Company-Goods are already closed, then such Person (of whom they were bought, and who allows such Abatement) Debtor to Sundries, viz.
- To Profit and Loss, for your part in such Abatement. l. ---:---:---
- To each Partner, for his Share in said Allowance or Abatement, l. ---:---:---

NOTE, These Rules concerning Abatements, Discounts, Deductions, and Allowances, are so very Plain and Easie, that 'twould be needles to spend time in making Instances, or Examples, therefore omitted here, but are to be found in my SCHEME OF ACCOMPTS.

RULES for Entering DEBENTURES for DRAW-BACK of Customs.

Rule 59.

When you Receive a Debenture for part of Customs drawn back on your own Goods, such must have Entrance on your Journal: As for Example.

a. Suppose on 35 C. of Latin Wyer your own Accompt, you draw back

4 19 02

Then in your Journal you Enter, viz.

1718. Nov. 18. Commissioners of the Customs Debtor to Latin Wyer, (or to Charges of Merchandise, if the Accompt of Latin Wyer be closed) l. 4 19 2 for a Moiety of the Custom drawn back on 35 C. Ditto Wyer.

4 19 02

b. Suppose the Draw-back be on 18 C. Latin Wyer, Accompt of Simon Delbowe, being

2 11 00

Then in your Journal you Enter, viz.

1718. Nov. 20. Commissioners of the Customs Debtor to Latin Wyer Accompt of Simon Delbowe, (if not closed already but if closed, then to) Simon Delbowe Merchant, l. 2 11 00 for a Draw-back of a Moiety of the Custom on 18 C. Ditto Wyer,

2 11 00

c. Suppose the Draw-back be on 35 C. Wyer Accompt in Company $\frac{1}{3}$, Hugh Smithson, and $\frac{2}{3}$ your Accompt, then if the Goods are not closed, you Journalize it, viz.

1718. Nov. 22. Commissioners of the Customs Debtor to Wyer $\frac{1}{3}$ viz. $\frac{1}{3}$ Hugh Smithson, and $\frac{2}{3}$ your Accompt, l. 4 19 02 for a Draw-back on 35 C. of Wyer, for ditto Accompt.

4 19 02

d. But if the Accompt of such Wyer be already closed, then

1718. Nov. 22. Commissioners of the Customs Debtor to Sundries l. 4. 19 02 for such Draw-back, viz.

To Hugh Smithson, for his $\frac{1}{3}$

To Profit and Loss for your $\frac{2}{3}$

1 13 00 $\frac{1}{2}$
3 06 01 $\frac{1}{2}$

4 19 02

RULES to be observed about TRANSFERRING ACCOMPTS.

Rule 60.

When you are to Transfer the Foot of any Accompt to another Accompt, you must make a Journal Entry, as for Example.

a. If the Accompt whose Foot or Ballance is to be Transfer'd, be more Credit than Debit, then you must make the Accompt that is to be Transfer'd Debtor to the Accompt to which it is to be Transfer'd.

b. But if the Accompt, whose Ballance or Foot is to be Transfer'd be more Debtor than Creditor, then you must make the Accompt to which such Accompt is to be Transfer'd Debtor to the Accompt that is to be Transfer'd

RULES to be observed concerning WORKMEN'S BILLS.

Rule 61.

When your Packer or Dyer, or any such Person, gives in a Bill of Money due to him, (if such Sum or part thereof, be not properly chargeable to some other particular Accompt) you must make Charges of Merchandise in a Journal Entrance, Debtor to such Person, for such Sum so due, as for Example.

Suppose Novemb. 26, 1718. Abraham Johnson, your Packer, gives you in a Bill for Packing, &c. amounting to

27 10 04

Then in your Journal you Enter, viz.

1718. Nov. 26. Charges of Merchandise Debtor to Abraham Johnson, l. 27 10 04 for his Bill of Particulars, N^o amounting to

27 10 04

RULES to be observed about ORDERS and COMMISSIONS.

Rule 62.

When you Draw a Note upon your Goldsmith or Banker, ordering him to pay to any Person (for Accompt of him whose Cash you keep) you make a Journal Entrance of such Bill so drawn: For Example.

Suppose Nov. 28. 1718. you Draw a Bill upon Sir Stephen Evance, for l. 500 payable to Isaac Davis (this being by Order and for Accompt of Jonathan Lambert of Bristol, whose Cash you keep) such Payment by Bill to the Order of ditto Lambert, must be Journaliz'd, viz.

1718. Nov. 28. Cash Accompt of Jonathan Lambert, Debtor to Sir Stephen Evance, l. 500 being so much you have paid by his Order, to Isaac Davis, by Note on Sir Stephen Evance, for ditto Sum, being

500 00 00

Rule 63.

When you Order any of your Debtors to pay such Debts they owe, or any part thereof, to any other Person, the Person to whom such Debtors so pay, must in a Journal parcel be made Debtor to the Persons that pay, as for Example.

Suppose that Nov. 30th, 1718. the Persons following pay by your Order to Sir Francis Child for your Accompt, viz.

Thomas Kenn has paid to ditto Child by your Order

60 00 00

James Fenton has paid by your Order to ditto

80 00 00

James Aldersea has paid by your Order to ditto

100 00 00

240 00

Such Payments must be Journaliz'd viz.

1718. Nov. 30. Sir Francis Child Debtor to Sundries l. 340 00 00 viz.

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To Thomas Kenn, that said Kenn has Paid him by my Order,
To James Fenton, that said Fenton has Paid him on my Accompt,
To James Aldersa, that said Aldersa has Paid him per my Order;

66 00 00
80 00 00
100 00 00
240 00 00

Rule 64.

When any Person by your Order and for your Accompt, sends Goods to another Person your Factor, you make a Journal Entrance thereof, as for Example.

Suppose December 7. 1718. William Goddard by your Order and for your Accompt, sends to Richard Lowther at Hull, to Sell for said Accompt the following Goods, viz.

Two Fangots of Naples Silk, as follows.

N^o 141. One Fangot small Mazyes, weighing 0 C. 39. 22 lb. is Suttle 106 lb. $\frac{1}{2}$,

172 08 06

Tare and Allowance 2 lb. Net 104 lb. $\frac{1}{2}$ at 33 s. per lb. is

N^o 143. One Ballot, weighing 1 C. 1 q. 07 lb. is Suttle 147 lb. Tare and Allowance 3 lb. $\frac{1}{2}$, Net 143 lb. $\frac{1}{2}$ at 33 s. per lb. is

236 15 05

And has Paid Charges thereon,

2 10 00

411 14 00

This Instance must be Enter'd on your Journal, viz.

1718. December 7. Adventure to Hull, consign'd to Richard Lowther Factor at said Place, Debtor to William Goddard 411 l. 14 s. For Cost and Charges of 2 Fangots Naples Silk sent by your Order, and to Sell for your Accompt, as per Particulars in ditto Goddard's Accompt, amounting to

411 14 00

RULES to be observed concerning INSURANCES.

Rule 65.

When any Person Insures to you any Sum for your Accompt, you make in your Journal, Insurance Accompt Debtor to such Person who Insures you the said Sum, for the Sum, you are to Pay him, for said Insurance.

a. But if for Accompt of some other who gives you Order to get such Insurance made, then in your Journal you make the Person for whose Accompt the Insurance is made Debtor to Sundries, viz.

To the Insurer for what is to be Paid ditto Insurer, for such Insurance,

To Charges of Merchandise for your Charges in getting such Insurance made, and for your Commission,

And the Charges you Pay, must be Enter'd in your Book of Charges of Merchandise.

b. But if for Accompt in Company between you and some other, (if on a Voyage) such Voyage in a Journal Entrance must be Debtor (if on Company Goods such Company Goods must be Debtor) to Sundries, viz.

To the Insurer, for the Sum due to him for such Insurance,

To Charges of Merchandise (or Profit and Loss) for your Commission and Charges, in getting such Insurance made,

And the Charges you Pay on this Accompt, must be Enter'd on your Book of Charges of Merchandise.

Rule 66.

When you Insure for your Accompt to any Person any Sum, such Person to whom you Insure, must in your Journal be made Debtor to Insurance Accompt, for the Sum he owes you for such Insurance.

Suppose December 8. 1718. you Insure to the Honourable East India Company 1000 l. on the 3 Ships following,

100 l. Insured on the Faulcon, Master Andrew Trombau, at 12 per Cent.

12 00 00

300 l. Insured on the Eagle, Master Thomas Stephens, at 12 per Cent.

36 00 00

600 l. Insured on the Crispiana, Master William Bayley, at 11 per Cent.

66 00 00

1000 l.

114 00 00

This must be Journalised, viz.

1718. December 8. The Honourable East India Company Debtor to Insurance 114 l. for 1000 l. Insured to them on the following Ships, from London to Surrat, at Prices as hereunder, viz.

100 l. On the Faulcon, Andrew Tromball Master, at 12 per Cent.

12 00 00

300 l. On the Eagle, Thomas Stephens Master, at ditto

36 00 00

600 l. On the Crispiana, William Bayley Master, at 11 per Cent.

66 00 00

1000 l.

114 00 00

Rule 67.

When your Factor in one Place Re-Lades Goods in Company, between you and Partners, and consigns them for ditto Accompt in Company to some other Person, in some other Place, and sends you An Accompt of the Charges Paid by him on their Re-shipping, you make a Journal Entrance of your Part in those Charges, and of your Part in their first Shipping, as for Example. Suppose such Accompt of Charges, as follows, viz.

Rotterdam, December 16. 1718.

SPECIFICATION of Charges disbursed upon 204 Cases of Tin, Ship'd for Livorno, by Order and for Accompt in $\frac{2}{3}$ with Sir Theophilus Biddulph, and C--- S--- per the following Ships, and consign'd to Henry Mellish and Henry Brown of Livorno for Accompt as above, the Bills of Lading sent unto them for London, Indorsed in Blank.

25. Chests for Livorno.

per the Horseman,

Master Willems Cabell,

N^o. 1 to 25

25. ditto.

per the Flax Flower,

Master Jacob Plasblom,

26 50

50. ditto.

per the Anna,

Master Michell Vogeler,

51 100

26. ditto.

per the Prince,

Master Cornelis Claessen,

101 126

26. ditto.

per the Great Justice,

Master Jacob Jacobs,

153 178

26. ditto.

per the Jacobs Wrestling,

Master Olfert Peters,

127 152

26. ditto.

per the Julius Caesar,

Master Jan Jansen Gael,

153 204

204 Chests for Livorno.

Custom of 52000 lb. at 8 St. the 100 lb.

208 00 00

Ditto. New $\frac{1}{3}$ Part more, on fl. 208,

69 07 00

Carried over

277 07 00

Direction

Wast-Book Instances, with Rules for their Stating and Entrance.

Direction Money on $\text{fl. } 28600$ at $\frac{1}{2}$ per Cent.
For 7 Passports, and Searchers Duties,
For Freight on 126 Chests to Texel, at 6 St. per Chest,
Working 204 Chests out of the Ware-house,
Bringing Aboard of 204 Chests,
For 2 Months Ware-house-rent,
Provision on $\text{fl. } 523.07.$ at $\frac{1}{2}$ per Cent.

Brought over	277 07 00
	143 00 00
	8 08 00
	37 16 00
	20 08 00
	20 08 00
	16 00 00
	2 12 00

Jonas Abeels.

Now supposing your $\frac{1}{2}$ in the Cost and Charges of the said 204 Cafes of Tin, to Rotterdam, to stand Charged at 1204 l. 10 then you must Enter on your Journal, viz.

1718. November 30. Voyage to Livorno, consign'd to Henry Mellish and Henry Brown Factors at said Place, Debtor to Sundries 1229 l. 18. 02. viz.

To Voyage to Rotterdam, consign'd to Jonas Abeels Factor at said Place, 1204 l. 10. for your $\frac{1}{2}$ in Cost and Charges of 204 Chests Tin, $\frac{1}{2}$ Accompt of Sir Theophilus Biddulph and $\frac{1}{2}$ your Accompt, amounting per Invoice for your $\frac{1}{2}$ to

To Jonas Abeels Factor at Rotterdam, for your $\frac{1}{2}$ of $\text{fl. } 525.19.$ being $\text{fl. } 262.19.8$ at 34. 6. is Sterling,

525 19 00
25 08 02
1229 18 02

Rule 68.

When you Receive Money of the Insurer, or Insurers, upon Accompt of Insurance you got done for Accompt of another, and that you make those Insurers Abatement, you Enter the whole on your Journal as follows, as for Example.

Suppose you had got the under-written to Insure, for Accompt of Isaac Davis, l. 1200. viz.

James Patridge, Insured,
John Hammond,
Joseph Martin,
Daniel Dorville,
Isaac Brand,
James Wellwood,
Thomas Elton,

200 ---
100 ---
200 ---
200 ---
200 ---
200 ---
100 ---
200 ---
1200 00 00

And that you agree to Abate them 30 per Cent. upon the said l. 1200. the Ship upon which it was

Insured being lost, and that in getting them to Subscribe the Agreement, you Spend,

And Pay more for a Dinner for the Insurers,

And Spend on them at several other Meetings,

3 10 00
12 16 08
1 17 04

18 04 00

And that your Commission on 780 l. (which you Receive Net of the Insurers) at 1 per Cent. be

7 16 00

26 00 00

Entrance must be made on your Journal viz.

1718. Decem. 2. Sundries Debtor to Isaac Davis, l. 1200 00 00 being the whole Sum they Insured, placed to Debit of their Accompts, viz.

James Patridge,
John Hammond,
Joseph Martin,
Daniel Dorville,
Isaac Brand,
James Wellwood,
Thomas Elton,

200 ---
100 ---
200 ---
200 ---
200 ---
200 ---
100 ---
200 ---
1200 00 00

Ditto.

Isaac Davis Debtor to Sundries l. 360. ---. ---. Abated them at 30 per Cent. viz.

To James Patridge, abated him on l. 200, at 30 per Cent.

To John Hammond ditto on

To Joseph Martin ditto on

To Daniel Dorville ditto on

To Isaac Brand ditto on

To James Wellwood ditto on

To Thomas Elton ditto on

100
200
200
200
200
100
200

60 ---
30 ---
60 ---
60 ---
60 ---
60 ---
30 ---
60 ---
360 00 00

Ditto.

Isaac Davis Debtor to Charges of Merchandise 26. ---. ---. for the following Particulars, viz.

Paid at Subscribing the Agreement,

Paid more for a Dinner for the Insurers,

Paid more in Expences at several Meetings with them,

3 10 00
12 16 08
1 17 04

18 04 00

And placed for your Commission on l. 780 at 1 per Cent.

7 16 00

26 00 00

The Particulars of the l. 18. 04. 00. must be Enter'd in your Book of Charges of Merchandise.

RULES to be observed in your MONTHLY POSTING.

Rule 69.

When you have Stated all the Number'd Memorandums of a Month's Trade upon your Journal, Cash-Book, Charges of Merchandise Book, Invoice Book, and Book of Accompts of Sales, or Factory-Book, and Posted your Journal, you must next Post your other Books on your Ledger in manner following, viz.

First,

Wast-Book Instances, with Rules for their Stating and Entrance.

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First, You must Add up your Book of Charges of Merchandise, and when you have found the Sum Total of that Month's Charges, and Examined whether you have it right, you must place the said Sum under those particulars (in your Book of Charges of Merchandise) from whence it is produced.

Secondly, You must pass the said Sum of your Charges upon the Credit-side of your Cash-Book, Wording it as follows.

By Charges of Merchandise paid (from such a day to such a day inclusive) as per particulars in said Book of Charges.

Thirdly, You must Add up the Debtor and Creditor-sides of your Cash-Book, and when you have Examined, and find the Totals to be right, you must place those Totals under the particular Sums (in your Cash-Book) from whence they were produced.

Fourthly, You must Subtract the Total Sum of the Credit-side of your Cash-Book (which is what you have paid that Month) from the Total of the Debit-side of said Cash-Book (which is the Sum Total of your Money Received that Month, together with the Remainder of Cash upon Balance of your foregoing Book, or Cash) and having found by Examination, that Remainder to agree with your Money in Specie, you must Enter the said Remainder on Credit-side of your Cash-Book, as follows.

By Transfer, for Money resting in Cash, and carried to Next folio.

Fifthly, You must carry that Sum (Remaining in Cash) to the Debit of your Cash-Book, in the next Folio, in manner following, viz.

To Transfer, for the Sum Resting upon the foregoing Folio, which is brought thither, being

Sixthly, You must Post all the Sums which are on the Debtor-side of your Cash-Book for that Month, (excepting the first Line) to the Credit-side of those Accompts you Received them upon, (which Accompts follow immediately the Word To, on Debtor of your Cash-Book) in manner following, viz.

By Cash Received the

2d, &c.

21 10 04

By Cash Received the

4th, &c.

400 00 00

Seventhly, You must Subtract the first line of the Debtor-side of your Cash-Book from the Total Sum on said Debtor-side, and Post the Remaining Sum, (being the Total of what you Received that Month) upon the Debtor-side of your Account of Cash in your Ledger, as follows, viz.

To Sundries Received this Month, as per Cash-Book folio.

Eighthly, You must Post all the Sums that you find on the Credit-side of your Cash-Book, (except the Total of your Payments, and the Transfer'd Remainder) to the Ledger on the Debit-side of the particular Accompts on which they were paid, (which you will find named immediately following the word By, on your said Cash-Book) in the manner following, viz.

To Cash paid the

8th, &c.

61 12 08

To Cash paid the

12th, &c.

214 11 07

Ninthly, You must Post the Sum Total of all your Payments during that Month, upon the Credit-side of your Account of Cash in the Ledger, in manner following, viz.

By Sundry Accompts paid this Month, as per Cash-Book folio.

And then your Cash-Book for that Month's Receipts and Payments, is Posted.

RULES to be observed in the **BALANCE** or **Close OF YOUR LEDGER**, The *Opening New Books*, and Before you begin to *Balance your Ledger*, you ought to *Point your Journal* against it, to see that no Journal is omitted, or false Posted in your Ledger.

The same you ought to do by your Cash-Book.

Then you ought to *Point* all the Articles on *Debit-side* of your Ledger, and *Point* as you go along, all the Counterparts on the *Credit-side* of your Ledger; which being done, if you find your Ledger all *Pointed*, (that is, all the *Debit* Articles to have their *Credits* for the same Sums) you may be sure that your Ledger is in a due Condition for a Balance, and may proceed with it as follows, viz.

Prepare a Sheet of Paper Ruled on Debtor and Creditor-sides, with Lines for *l. s. d.* or other Money in Conformity with the Book-Money, or Money of your Ledger that you are to Balance.

Then make a Title of *Profit and Loss, Debtor and Creditor.*

And a Title of *Balance Going out, Debtor and Creditor*, upon the said Sheet of Paper.

Then proceed to *Add up* the Debtor and Creditor-sides of each Account in the Ledger as they lie, beginning with folio 1. (excepting the Accompts of Stock and Profit and Loss) and if they do not Balance, that is, if they have not the same Value on each side, you must *Subtract* the lightest side from the heaviest, and carry the Remainder to one of the Accompts on your Balance-sheet, as

If the *Debit-side* of such Account be *lightest*, you must carry the Remainder to *Credit* on your Balance-sheet. If the *Credit-side* be *lightest*, you must Carry the Remainder to *Debit* on your Balance-sheet.

But to be more Particular.

All Remainders upon Accompts of Persons (who have only the Book-Money in their Accompts) must be carried on your Balance-sheet to Account of *Balance Going out.*

All Remainders upon Accompts of Persons (who have Foreign Money in their inner Columns) to Account of *Profit and Loss* in your Balance-sheet, the difference in the Book-Money, being what you have *Lost*, or *Gain'd* on those Exchanges, or the Difference arising from the Valuation of such Money, and the Real Exchange.

All Accompts that have Foreign Coin in their Inner Columns, and do not Balance in such Inner Columns may be *Cross-Balanc'd*; that is, the Sums in Inner and Outer Columns on *Debtor-side*, must have their Total carried to *Debit* of *Balance Going-out*, on your Balance-sheet, and the Sums of Inner and Outer Columns on *Credit-side* of such Accompts, must have their Total carried to *Credit* of *Balance Going-out*, in your Balance-sheet.

All Accompts of Goods in Title; (if their Inner Columns of Quantum Balance) must have their Remaining Sums of Book-Money carried to the Account of *Profit and Loss* in your Balance-sheet.

But if their Inner Columns of Quantum do not Balance, such Accompts must be *Cross-Balanc'd*, that is, the Sums of Quantum, and Money-Columns on *Debtor-side*, must be enter'd on *Debit* of *Balance Going-out* in your Balance-sheet, and the Sums of Quantum and Money-Columns on *Credit-side* of such Accompts, must be carried to the *Credit* of *Balance Going-out* on your Balance-sheet.

All Accompts of Voyages must be order'd as the Accompts of Goods.

F

The

Wast-Book Instances, with Rules for their Stating and Entrance.

The *Accompts* of House-Expences, Charges of Merchandise, Insurance, and such like *Accompts*, must have their *Remainders* carried to *Accompt* of Profit and Loss in your *Balance-sheet*.

The *Accompt* of Profit and Loss on your *Balance-sheet* (after you have Added the Sum of the Debit of said *Accompt* in your *Ledger*, to the Sum of the Particulars on Debit of said *Accompt* in your *Balance-sheet*, and that the Sum of the Credit-side of said *Accompt* of Profit and Loss on your *Ledger*, is Added to the Sum of the Particulars on Credit of said *Accompt* in your *Balance-sheet*,) must have its *Remainder* or *Difference* (being the Net Gain or Loss) Enter'd upon its *highest side*, on your said *Balance-sheet*, and the said *Difference*, or *Remaining Sum*, must be Enter'd on the contrary side of your *Accompt* of Stock in your *Ledger*. Then

The *Difference*, or *Remainder* of your *Accompt* of Stock in your *Ledger*, must be Enter'd on the *Accompt* of *Balance Going out* in your *Balance-sheet*, which *Accompt* of *Balance Going out* in your *Balance-sheet*, will then exactly *Balance*, not differing a Farthing, if you have proceeded right; if not, you must examine what occasions the Error.

The Order to be observ'd in the OPENING NEW BOOKS, and the Entrance of those *Accompts*, that at the *Balance* of your Old Books were not finished.

All those *Accompts* To which your *Balance Going out* of the Old *Ledger* was made *Debtor*, must in your New *Journal* be made *Debtor* to *Entrance*, or *Entering-Balance*.

All those *Accompts* By which your *Going out Balance* in the Old *Ledger* was made *Creditor*, must have Entrance in your New *Journal*, by making *Entrance*, or *Entering-Balance*, *Debtor* to them.

From the Free Writing-School
in Foster-Lane, LONDON,
1718.

C. S.

WHEREAS some Teachers in and about this City, have, by their great Pretences to Merchants *Accompts*, and Foreign Exchanges, imposed on Gentlemen to the Prejudice of such as have been committed to their Charge; The Author, to prevent the like for the Future, has hereunder placed some easy and practical Questions, which Gentlemen may propose to those they have Thoughts to Employ, for their Solutions; which Questions if they cannot readily resolve, they may conclude such Teachers not qualified to instruct others in those Matters, whereof themselves are Ignorant.

- Question 1. When the Exchange of Milan is on Venice at 154. And on Rome at 66. And the Exchange of Ancona is on Rome at 99. What ought the Exchange at Par to be betwixt Venice and Ancona? And how much Money of Ancona do 8764 Ducats de Eco of Venice amount to? And at what Rate? What ought the Exchange at Par to be betwixt Ancona and Milan? And how much Money Imperial of Milan, will 6500 Scudi Ancona amount to?
- Question 2. Nuremberg does on Hamburgh at 63 $\frac{1}{2}$; And on Frankfort at 98. Quere, The Exchange (at Par with these two Prices) betwixt Hamburgh and Frankfort; And for 7290 Dollars of Hamburgh, How many Rixdollars Exchange Money of Frankfort?
- Question 3. Leghorn does on Genoua at 2 per Cent. Advance; And on Rome at 110. Quere, What ought the Exchange to come out betwixt Genoua and Rome, to be at Par with the two Prices above? And for 1. 76961 of Genoua; How many Scudi Moneta of Rome?
- Question 4. Lyon does for Genoua at 181; And for Leghorn at 58 $\frac{1}{2}$. Quere, What ought the Course to be betwixt Genoua and Livorno, to be at an Equality with the above? And for 1000 Pieces of Eight Livorno; How much Money of Genoua.
- Question 5. They do at Venice for Frankfort, at 119 $\frac{1}{2}$; And for Vienna at 161 Current. Agio 5 $\frac{1}{2}$. Quere, What ought the Course to be betwixt Frankfort and Vienna, so as to be equal to the Prices above-mentioned? And for 2000 Rix-dollars Exchange Money of Vienna; How many Rix-dollars, Exchange Money of Frankfort?
- Question 6. Frankfort does for Venice at 119; And for Bolzano at 97 $\frac{1}{2}$. Quere, The Course betwixt Venice and Bolzano at Par; And for 8760 Scudi Bolzano; How many Ducats of Venice?
- Question 7. Rome does for Florence at 73 $\frac{1}{2}$; And for Bologna at 102. Quere, What ought Bologna to do for Florence to be at Par? And for 7328 Scudi Bologna; How many Ducats of Florence?
- Question 8. Rome does for Milan at 65; For Bologna at 102. Quere, The Course at Par betwixt Bologna and Milan; And for 7214 Scudi Moneta Currenti of Milan; How much Money of Bologna?
- Question 9. Genoua for Bisenzone 122 $\frac{1}{2}$; For Rome 120. Quere, The Course at Par betwixt Rome and Bisenzone; And for 8326 Scudi Estampe Rome, How many Scudi Marche Bisenzone?
- Question 10. Lyon on Amsterdam at 80 $\frac{1}{2}$; on Frankfort at 62. Quere, The Course at Par betwixt Amsterdam and Frankfort, in Current Rix-dollars of Frankfort against Bank Rix-dollars of Amsterdam; And for 1274 Current Rix-dollars Frankfort, How many Bank Rix-dollars Amsterdam?
- Question 11. Livorno for Amsterdam at 99 $\frac{1}{2}$; For Venice at 106 $\frac{1}{2}$; Genoua for Venice at 104 $\frac{1}{2}$. Quere, The Course at Par betwixt Genoua and Amsterdam; And for 8764 Guilders, 14 Stivers, 8 Penningen, Bank-Money of Amsterdam, How much Money of Genoua?

The Foreign Exchanges and their Arbitrations, for all the Places of Exchange in Europe: The Weights, Finenesses, and Values of their Coins, perform'd by one universal Rule, Invented by Charles Snell in Foster-Lane, and Taught to such as apply themselves to him; He also Teaches Writing in all the Hands, Arithmetick, and its useful Abbreviations, and the true Italian Method of Merchants *Accompts*, or Book-Keeping by Double Entry, as practis'd by the most eminent Merchants in their Counting-Houses, and Boards Young Gentlemen.

F I N I S.

